

Shaw Public Library

Lost, Damaged and Overdue Materials

The **Board of Library Trustees** is invested under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library, and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. Therefore, the policy of the Shaw Public Library is as follows:

1. Any person who fails to return in undamaged condition any book or library material belonging to or originally borrowed from the custody of the library shall be assessed as herein provided:
 - a. Fees for lost library cards
 - i. Adult - \$1 per card for each card;
 - ii. Juvenile - \$1 per card for each card;
 - b. Lost materials
 - i. Catalogued books, paperbacks, records, cassettes, and art prints - replacement cost;
 - ii. Periodicals - replacement cost;
 - iii. Uncatalogued paperbacks - replacement cost, or an exchange of equal or greater value at the discretion of the Library Director;
 - iv. Vertical file materials - value;
 - c. Damaged materials
 - i. If items are returned in damaged condition that makes them unusable, value or replacement cost will be charged for each item or patrons can provide an identical replacement copy within 30 days.
2. The term "replacement cost" used in Section 1 above is the price the library must pay to obtain another copy of the item. If the particular title is no longer available, the cost is a figure based on the average price of such an item, so that the library may obtain another title of a similar nature at the discretion of the Library Director.
3. For lost materials (item (b) above), the Library will utilize a refund policy on the following terms: cataloged books, paperbacks, records, cassettes, and art prints may be returned within six (6) months for a refund of the value or replacement cost paid subject to the rules relating to damaged materials and fines for overdue material.
4. In addition to the foregoing, in the event any person's failure to return any book or library material, in an undamaged condition, is determined to be willful, the Director of the Library shall report such violation to the State's Attorney for prosecution pursuant to the applicable terms of the Maine Criminal Code and shall exclude such

person from further use of the library or any privileges attendant thereto until full restitution to the library has been made. For purposes of this section, "willful" is to mean "without good cause."

5. All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library or the body enforcing this ordinance.

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