

## Sutton Free Public Library

### Library Material Replacement Policy

Borrowers are responsible for returning Sutton Free Public Library materials by their due dates. If borrowers return library materials in such condition that the Library decides to replace them, then they will be billed for the cost of replacing the material. The replacement fee is in addition to any fine that may have accumulated. In the case of minors, parents or guardians are responsible for returning library materials in reasonable condition and for paying any fees or fines incurred.

The Library reserves the right to assess and declare the condition of all returned library materials. Library staff will assess damage to the materials. Damage fees may vary, depending on the extent of damage, up to the full replacement costs of the item. Patrons are not charged for normal wear and tear on library materials. However, the following conditions do not constitute normal wear and tear and may result in repair or replacement charges:

- Wet or moldy books
- Books damaged by food stains, oily, or sticky residue
- Books missing pages or covers
- Books containing highlighting, pen marks, or crayon marks
- Books showing tears, cuts, graffiti or other unusual damage
- Damaged or lost pieces

The Library sends out damaged and lost (long overdue) material notices by e-mail and U.S. mail. Overdue notices are only sent by e-mail. All patrons are responsible for informing the Library of address, phone, and e-mail changes.

Many materials in the library have multiple pieces, such as educational kits, media equipment, and media. It is the responsibility of the patron to return all pieces. If an essential piece is broken or lost, the Sutton Free Public Library will charge the patron for the repair or for the replacement cost of the piece. Essential pieces are those that are necessary for materials to be usable or educationally meaningful. Items are thoroughly checked by library personnel upon each return, so missing or damaged pieces will be billed to the last borrowing patron upon discovery. It is highly recommended that each patron verify that all pieces are present upon check-out and return.

#### **Replacement Costs**

Determining a fair and adequate replacement cost for library materials is at the discretion of the Director or Youth Services Librarian. A borrower may choose to purchase a replacement copy if approved by the Director or Youth Services Librarian. This must be identical to the original copy and have the same ISBN number or other standard identifying number as determined by a library staff member (in the case of non-book materials). A replacement copy must be in new or "like new" condition.

Approved by the Board of Library Trustees May 20, 2013