

Montgomery County Memorial Library System Damaged Item Policy Overview

Policy Statement

When library patrons receive their library card, they sign the back of the card indicating full responsibility for materials checked out on the card. For young adults and children under 17 years old, the parent or designated guardian is responsible for materials checked out on the card.

If an item is damaged or is missing components, patrons are responsible for paying for the item.

Occasionally library materials that have been checked out will become damaged or lost. Patrons have three options to replace these items. For most options, a \$5 non-refundable processing fee will be added.

Patron Options:

1. For lost or damaged items, patrons are assessed a Materials Replacement Fee equivalent to the cost of the item. The Materials Replacement Fee is the price of the item found in the Library Catalog.
2. When there is no individual price in the Library catalog for an item, the default prices will be used to determine a replacement price.
3. In order to avoid paying the Materials Replacement Fee patrons may donate a good undamaged replacement of the title. Copies from other libraries are not acceptable. Every effort should be made to duplicate the original format of the lost/damaged item. Please note that the Library will only accept replacements for formats that we are currently purchasing. Alternative formats may be accepted if preapproved.

Document Review Dates

Document Name	Damaged Item Policy
Policy Basis	MCMLS Mission Statement
Effective Date	October 1 2010
Approved By	Montgomery County Commissioner's Court
Reviewed By	Administrative Leadership Team (ALT)
MCMLS Operational Category	Circulation CIRC-4
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