

Lost and/or Damaged Materials Policy

Patrons are responsible for lost materials and will be assessed the replacement cost plus a \$5.00 processing fee.

Damage includes but is not limited to:

- Water damage
- Burned or ripped covers, cases, or pages
- Ripped or removed labels or barcodes
- Dirt, sand, food, or other substances adhered to materials
- Highlighting or underlining test
- Bed bugs or other pests

Patrons are responsible for damaged materials and will be assessed the cost of such repairs or replacements. The Catskill Public Library does not accept replacement items for lost or damaged materials.

If an item has been reported as lost and paid for and is subsequently found, the article belongs to the Patron, and any fee paid will not be refunded to the Patron.

Resolution: Adopted on May 18, 2022, by unanimous vote of the Board of Trustees of the Catskill Public Library.