

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 of text
- 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 a replacement item for lost or damaged materials.

If an item has been reported as lost and paid for and is subsequently found, the item 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.