

08. Lost and/or Damaged Materials Policy

Purpose

For this policy, The Catskill Public Library and Palenville Branch will be known as the “Library.” The Library holds patrons accountable for materials borrowed from the libraries. This policy outlines the procedures and responsibilities related to lost or damaged items.

Policy

Lost Items:

- Patrons are responsible for materials that are lost. The replacement cost assessed to the patron will be the lower of two amounts: the cost of the item at the time of its original purchase or the current cost of the item on Amazon when the replacement fees are calculated.

Damaged Items:

- Damage to the Library’s materials include, but is not limited to, the following:
 - Water damage
 - Burns or tears on covers, cases, or pages
 - Ripped or removed labels or barcodes
 - Contamination with dirt, sand, food, or other substances
 - Highlighting, underlining, or writing within the text
 - Infestation with bed bugs or other pests
- Patrons are responsible for the cost of repairs or replacement of damaged materials. The Library does not accept replacement items from patrons as compensation for lost or damaged materials.

Reporting and Reimbursement:

- If an item is lost and subsequently found after the replacement fee has been paid, the original item becomes the patron’s property. Fees paid for lost items are not refunded.

This policy is designed to ensure that the Library's materials are maintained in good condition for all users. By borrowing materials, patrons agree to adhere to this policy and accept responsibility for any loss or damage incurred during the loan period.

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

Resolution: Adopted on March 20th, 2024 by unanimous vote of the Board of Trustees of the Catskill Public Library.