**Lost, Damaged, and Overdue Materials**

The **Board of Library Trustees** is invested under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library, and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. Therefore, the policy of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library is as follows:

Section 1: Any person who shall fail to return in undamaged condition any book or library material belonging to or originally borrowed from the custody of the library shall be punished as herein provided:

A. Adult fines (i.e. where an adult borrower card is used)

(a) Books, periodicals, paperbacks, vertical file materials, records, and cassettes - both adult and juvenile - \_\_\_\_\_\_\_ per day, with a maximum fine of $\_\_\_\_\_\_\_;

B. Juvenile fines (i.e. where a juvenile borrower card is used)

(a) Books, periodicals, paperbacks, vertical file materials, and records from the Children's Room - \_\_\_\_\_\_ per day, with a maximum fine of $\_\_\_\_\_\_;

(b) Books, periodicals, paperbacks, vertical file materials, records, and cassettes from the other departments - with a permission slip - \_\_\_\_\_\_\_ per day, with a maximum fine of $\_\_\_\_\_\_\_;

(c) Art prints from the Children's Room - \_\_\_\_\_\_ per day with a maximum fine of $\_\_\_\_\_\_\_;

C. Fees for lost library cards

(a) Adult - $\_\_\_\_\_\_ per card for each card;

(b) Juvenile - $\_\_\_\_\_\_\_ per card for each card;

D. Lost materials

(a) Cataloged books, paperbacks, records, cassettes, and art prints - replacement cost plus a $\_\_\_\_\_ per item service charge;

(b) Periodicals - replacement cost plus a $\_\_\_\_\_\_ per item service charge;

(c) Uncataloged paperbacks - replacement cost, or an exchange of equal or greater value, plus a $\_\_\_\_\_\_ per item service charge;

(d) Vertical file materials - value, \_\_\_\_\_ minimum plus a $\_\_\_\_\_ per item service charge;

E. Damaged materials

(a) If items are returned in damaged condition, but can be rebound, a bindery fee of $\_\_\_\_\_ per item will be charged;

(b) If items are returned in damaged condition that makes them unusable, value or replacement cost plus service charge will be charged for each item.

Section 2. The term "replacement cost" used in Section 1 above is the price the library must pay to obtain another copy of the item, as listed in Books in Print, Paperbound Books in Print, and such sources. If the particular title is no longer available, the cost is a figure based on the average price of such an item, as listed in Bowker's Annual, so that the library may obtain another title of a similar nature.

Section 3. As to lost materials (Section 1(D) above), the Library will utilize a refund policy on the following terms: cataloged books, paperbacks, records, cassettes, and art prints may be returned within six (6) months for a refund of the value or replacement cost paid subject to the rules relating to damaged materials and fines for overdue material. The service charge of $\_\_\_\_\_\_ will not be refunded.

Section 4. In addition to the foregoing, in the event that any person's failure to return any book or library material, in an undamaged condition, is determined to be willful, the Director of the Library shall report such violation to the State's Attorney for prosecution pursuant to the applicable terms of the Maine Criminal Code and shall exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made. For purposes of this section, "willful" is to mean "without good cause."

Section 5. All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library or the body enforcing this ordinance.