



Anchorage Public Library **Lost, Stolen or Damaged Materials Policy**

Purpose

The purpose of the policy is to ensure that the quality and size of the collection is maintained in accordance with the library's mission and in concert with the *Collection Development Policy*.

Responsibility

When a library item has been lost, stolen or irreparably damaged, it is the responsibility of the card holder (or the parent or legal guardian in the case of a minor) to pay for replacement. See Appendix A. **The library does not accept substitute items for lost, stolen or irreparably damaged materials.**

Lost, stolen or damaged items borrowed through, but not owned by Anchorage Public Library, fall under the owning library's policies.

Process

The patron will be charged the retail price of the library item. Items that do not have a current retail price will be charged the default price for replacement. Default prices are calculated from the average current market price and are subject to change. See Appendix B.

Refunds

If a lost or stolen item is recovered and returned within thirty (30) days after a replacement fee has been paid and is in good condition, there will be a refund, less a processing fee of \$5.00 per item. If the replacement charge was issued in error, the patron will receive a full refund. Materials not stamped "withdrawn" or "discarded" are still the property of Anchorage Public Library and must be returned if found.

The patron may keep the damaged item after the fee has been paid, and the item has been removed from the collection.

Appendix A: Registration Card

Appendix B: Schedule of Default Fees for Lost, Stolen or Damaged Materials

Recommended for approval: Library Advisory Board. January 21, 2009

Approved by: Karen Keller, Library Director. January 21, 2009

Recommended for approval: Library Advisory Board. December 21, 2016

Approved by: Mary Jo Torgeson, Library Director. December 21, 2016