SSCHPL
Steger-South Chicago Heights Public Library

Circulation:
Lost and/or Damaged Materials

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the signing adults' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Replacement cost of any item which is lost or damaged beyond repair.
2. Materials borrowed through interlibrary loan, which are lost or damaged, are charged to the patron according to the bill provided by the lending agency.
3. If lost materials are found, patrons are reimbursed for the replacement cost, excluding overdue fines.
4. Patrons will be charged a fee for any damaged or lost packaging.
5. Patrons will be charged for postage if overdue notices are sent by the library.
6. The RAILS Library System charges a $5.00 processing fee for all lost, billed or replacement items which cannot be waived by the library.
7. The library will accept billed, replaced or lost items up to 30 days with a receipt minus the $5.00 RAILS processing fee.

Adopted: September 2002
Reviewed: May 2011
Revised: April 2013
Reviewed: February 2016
Reviewed: February 2020