

Geauga County Public Library  
Operating Policy Manual

SECTION: LOST MATERIALS, FEES  
NUMBER: 765  
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Library materials that are checked-out (borrowed) and then not checked-in (returned) after 42 days past the due date, are assessed the fees per item to the borrower the list price of the item is charged. List price refers to the price charged at the time the library purchased each individual item. Multiple copies of books or other materials may have varying list price. If a list price is not available for an item, a default price will be billed which represents a typical price for similar items.

Replacement fees are assessed per item in the Kits. The charge for a lost container is \$5. The replacement fee for an entire lost kit is the cost of the kit in the catalog.

Telescopes not returned 42 days after their due date are billed to the patron record at \$734. This amount is cleared once the Telescope is returned in working condition.

Items returned the damaged or with missing parts are assessed fees that reflect the cost of repair or list price up to the fees paid for a lost item. Damaged items that are not repairable and removed from the collection may be discarded or donated to the used books sales benefitting GCPL libraries.

A \$10.00 referral fee is assessed in the event the lost material is not found and the patron is referred to the library material recovery agency. If a lost item is paid for and later returned no refund is made.

The Geauga County Public Library assumes no liability for damage caused to personal equipment while using GCPL materials.

Exceptions to Policy 765 may be made at the discretion of the local library manager.

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