

Geauga County Public Library
Operating Policy Manual

SECTION: LOST MATERIALS, FEES
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Library materials that are borrowed, and then not returned after 42 days past the due date, are charged to the borrower. The borrower is charged the List price of the item. 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 prices. 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 and Hotspots not returned 42 days after their due date are billed to the patron record at the purchased cost. This amount is cleared once the Telescope or Hotspot is returned in working condition. A chart is included in the Telescope and Hotspot kit with cost for replacing missing pieces.

Items returned damaged or with missing parts are assessed fees that reflect the repair or replacement cost of the 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.

Patrons with total bills of \$25 are eligible to be sent to the library material recovery agency along with a \$10.00 referral fee. Homebound, 3 for me, and Staff accounts are excluded.

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 branch manager.

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