



## 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 Materials not stamped "withdrawn" or "discarded" are still the property of Anchorage Public Library and must be returned if found.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

## Appendix B of Lost, Stolen or Damaged Materials Policy

### Schedule of Default Fees

#### Adult

Book (BOOK)	\$ 25.00
Book Club Bag (BK-CLB-BG)	\$ 50.00
Book and Software (BOOK-SW)	\$ 35.00
Large Type (LARGETYPE)	\$ 35.00
Leased Book (LEASED-BK)	\$ 35.00
Mass market paperback (PBK)	\$ 8.00
Trade paperback (TRADE-PBK)	\$ 15.00
Magazines	\$ 5.00

#### Youth (Juvenile & Teen)

Board Book (BOARD-BK)	\$ 8.00
Book (YOUTH-BK)	\$ 20.00
Book & media set (BK-AUD-SET and BOOK-AUDIO)	\$ 20.00
Lapsit Bag (STORY-PKT)	\$160.00
Paperback	\$ 12.00
Picture Book (PICTURE-BK)	\$ 17.00
Read to Me @ Home Tub (AMLKIT-C)	\$150.00
Ready to Read Tub (AMLKIT-C)	\$170.00
Storypacket (STORY-PKT)	\$225.00

#### Media

Audiotape Set (TAPE-SET)	\$20.00
Book on Tape (BOOK-TAPE)	\$25.00
CD-ROM	\$50.00
Compact disc (AUDIO-CD)	\$20.00
Compact disc set (AUDIOCDSET)	\$30.00 (including language book/media)
Playaway	\$20.00
DVD	\$20.00
DVD set (DVD-SET)	\$50.00
Laptop	\$1300.00
Chromebook	\$250.00
iPad	\$1064.00
Interlibrary loan item	As applied by lending library

LI df 03/15/2017