



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 Materials not stamped "withdrawn" or "discarded" are still the property of Anchorage Public Library and must be returned if found.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 (TAPE)	\$ 5.00
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



LIBRARY CARD REGISTRATION

Valid picture identification and address verification required.

Date: _____

Cardholder's First Name: _____ MI: _____ Last Name: _____ Suffix: _____

Mailing Address: _____ Apt/Box: _____

City: _____ State: _____ Zip: _____

Physical Address (if different from mailing) : _____ Apt/Box: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Date of Birth: ____/____/____ Driver's License/State I.D.: State: ____ #: _____

Get library holds, renewal and overdue notices by email—it's quicker and saves the library money:

EMAIL ADDRESS: _____ Online Pin # (4 digits): _____

_____ Check here to join the library's monthly e-newsletter to get updates on events and programs.

PARENT/ GUARDIAN of YOUTH UNDER 18	First Name: _____ MI: _____ Last Name: _____ Suffix: _____
	Current Address: _____ Apt/Box: _____
	City: _____ State: _____ Zip: _____ Date of Birth: ____/____/____
	Home Phone: _____ Library Card #: _____

PLEASE READ AND SIGN THE BACK OF THIS FORM

STAFF INITIALS

All Applicants—My signature means that:

- I accept full and complete financial responsibility for any and all fines, repairs, or replacement costs incurred on any items borrowed under my name.
- I will notify the library immediately if my library card is lost or stolen, or if there are changes to my name or address. The first replacement card is free; a fee will be charged for additional cards.
- I understand that:
 - my library card is required for all transactions.
 - my library card must never be loaned to others.
 - overdue items and outstanding fines or fees will suspend borrowing privileges until all items are returned and/or my account is paid in full.
 - failure to return borrowed items or pay fines in a timely manner may result in referral to a third party collection agency.
- I authorize the library, or its assigned agent, to access credit reporting agencies to obtain information to locate and contact me should I fail to return items or pay outstanding fines and fees.

Cardholder's Signature: _____ Date: _____

For Parent/Legal Guardian of youth under 18—My signature means that:

- I am the parent and/or legal guardian of this child.
- I understand that the rules listed above also apply to my child's card. Additionally,
 - I understand that there are no age restrictions for borrowing library items of any kind and accept responsibility for my child's selection of items.
 - I understand that my child's card expires on their 18th birthday and at that time they must re-register for an adult card.

Signature: _____ Date: _____

