



### **Reimbursement for Lost or Damaged Materials**

The Reimbursement for Lost or Damaged Materials Policy provides a reasonable method by which the Jeffersonville Township Public Library may recover costs for materials that must either be replaced or withdrawn from the library collection due to the fault of the borrower. What is considered damaged is left to the discretion of the Library. Examples of damage include being soiled, water damaged, ripped, broken or odorous.

The Library assumes certain operating costs in the acquisition of the replacement item, including cataloging and processing each item for the collection, and other clerical and material costs. The Library, however, must set a price that closely matches the retail cost of the item.

When an item is lost or damaged, the user is responsible for reimbursing the Library. The Library will assign charges based upon one or more of the following methods:

1. Patrons who are reimbursing JTPL for any lost or damaged item are charged the price the library paid for the item or the retail price as determined by a library-approved vendor. Whether a patron pays for the cost of the item or replaces it, a processing fee of \$4.00 per item is charged in addition to any replacement value. This fee will help defray the cost of online cataloging, item barcode, labels, and supplies.
2. Reimbursement for an item which has a value known to be higher than the original retail value, such as a historical or rare book value, an autographed inscription, or a special edition, will be set at the fair market value for replacement. This value shall be determined by library staff or a recognized appraiser when required.
3. Patrons have the option to purchase a replacement copy as long as it is new and the same edition. Patrons would still be responsible for a processing fee of \$4.00 per item.
4. Patrons who have reimbursed JTPL for an item and later find and return the item must request a refund within 30 days of the paid receipt. That receipt must be provided before any refund will be made.

Adopted by the Jeffersonville Township Board of Trustees on July, 16, 2024.
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