

**Lincoln Public Library Board  
POLICY MANUAL**

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**SECTION: CIRCULATION**

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**TOPIC: Lost and Damaged Materials**

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**DATE: March 2001**

**REVISED: February 2006; October 2010; September 2017**

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1. A replacement and processing fee will be charged to patrons who lose or damage library material. The current book price will be charged plus a \$3.00 processing fee for all items. The total amount is located in the item record of the material. A dated receipt will be issued to the patron.
2. Overdue fines are not charged for lost and damaged books.
3. Where price does not appear in the item record, charges will be as follows:

|               |                         |
|---------------|-------------------------|
| Hard cover    | \$30.00 plus processing |
| Paperback     | \$ 9.00 plus processing |
| Talking books | \$50.00 plus processing |
| DVDs          | \$25.00 plus processing |
| Compact discs | \$15.00 plus processing |
| Magazine      | \$ 4.00                 |
4. No refunds will be provided should a patron find a lost item for which payment had been made.