

Policy & Procedure

Replacement Costs – Lost Items

Revised October 23, 2006

There is a \$1.00 fee to replace a lost library card.

For all library materials, check the item's bibliographic record for actual replacement cost. Add a \$2.50 fee for our actual processing costs.

If patrons prefer to buy the exact same item themselves and bring it to the library, charge only a \$2.50 fee for our actual processing costs.

If there is no price listed in the bibliographic record, follow this schedule:

Item Type	Replacement Cost
Book – Hardbound Adult Fiction	25.00
Book – Paperback Adult Fiction	10.00
Book – Hardbound Adult Non-Fiction	30.00
Book – Paperback Adult Non-Fiction	20.00
Book – Hardbound Juvenile	17.00
Book – Paperback Juvenile	6.00
Audio CD (per disk)	8.00
Audio or Video Case (costs more to get new artwork)	10.00
Audiocassette (per tape)	8.00
Damaged audio or video case	3.50
Damaged Barcode Label	2.50
DVD (per disk)	15.00
Kit Bag	6.00
Magazines	5.00
Music CD (per disk)	15.00
Videocassette (per cassette)	15.00