

**Latah County Library District
Administrative Policy
Approved 2/15/2005; Revised 1/2006, Revised 12/2006**

4.0 CIRCULATION AND PATRON SERVICES

4.3 Replacement of and Damages to Materials

Minor damage to library materials may be evaluated and associated charges assessed by branch supervisors and circulation staff in accordance with LCLD guidelines. Materials with significant damage will be evaluated by the Collection Librarians to determine if replacement is necessary.

Patrons who lose or significantly damage library materials will be billed for replacement of the item. In addition to the replacement cost a \$5.00 processing fee will be charged. Questions will be referred to the Collection Librarians.

Patrons who fail to return or pay for missing items will be subject to Idaho Code 33-2620. See attachment.

The Managers and Branch supervisors may waive fines and fees in extenuating circumstances. Any amount waived must be documented.