

**Berwyn Public Library  
Damaged Items Policy**

Below please find a list of the charges that will be applied to patron's library cards if checked out items are returned damaged/missing.

	Activities	Charge
1.	Damaged /Missing CD Case	\$1.00
2.	Damaged/Missing CD Insert	\$2.00
3.	Damaged/Missing Cassette Case/Envelope	\$1.00
4.	Damaged/Missing Cassette Insert	\$2.00
5.	Damaged/Missing Book on Tape/Book on CD Case	\$3.00
6.	Damaged/Missing cassette from Book on Tape set	\$7.50
7.	Damaged/Missing Book on Tape Insert	\$2.00
8.	Damaged/Missing Book on Tape Booklet	\$2.00
9.	Damaged/Missing CD from Book on CD set	\$8.00
10.	Damaged/Missing Book from Set	<u>current price</u> for replacement of book
11.	Damaged/Missing Video Case	\$1.00
12.	Damaged/Missing DVD Case	\$1.00
13.	Damaged/Missing Audio Booklet	\$2.00
14.	Damaged/Missing Video/Booklet/Insert	\$2.00
15.	Damaged/Missing DVD Case	\$1.00
16.	Damaged/Missing CD-ROM Booklet	\$2.00
17.	Damaged/Missing Realia Bag	\$5.00
18.	Damaged/Missing Cassette Kit Bag	\$5.00
19.	Damaged/Missing Barcode Label	\$5.00
20.	Damaged/Missing Toy Piece	\$2.00*
21.	Damaged/Missing CD or Disc (accompanying item)	\$6.50
22.	Damaged/Missing Sensor (AV)	\$3.00
23.	Damaged/Missing Date Due Label	\$0.50
24.	Damaged/Missing Date Due Card	\$0.10
25.	Damaged/Missing Book Pocket (with sensor)	\$5.00
26.	Damaged/Missing Book Pocket	\$2.00
27.	Damaged/Missing Book Jacket	\$1.00
28.	Lost Library Card	\$2.00 1 <sup>st</sup> lost, \$5.00 2 <sup>nd</sup> lost, \$10.00 3 <sup>rd</sup>
29.	Processing Fee – Adult	\$5.00 to \$30.00 (at librarian's discretion)
30.	Processing Fee – Juvenile	\$5.00 to \$30. 00 (at librarian's discretion)

**\*BASED ON WHETHER MISSING PIECE STILL ALLOWS GAME TO BE PLAYED.**

ALL DAMAGES ARE ASSESSED ON A CASE BY CASE BASIS.

BOOKS AND OTHER MATERIALS THAT ARE LOST OR DAMAGED BEYOND THE POINT OF REPAIR ARE TO BE PAID FOR IN FULL AT CURRENT MARKET VALUE. IF THE CURRENT MARKET VALUE CANNOT BE DETERMINED, CHARGES WILL BE APPLIED AS DEFINED IN THE LOST AND PAID POLICY.

FULL REPLACEMENT OF SAID OBJECT (S) BY SAME OR COMPARABLE ITEM(S) MAY BE MADE AFTER CONSULTATION WITH DEPARTMENT HEAD OR APPROPRIATE STAFF MEMBER.

**CHARGES NOT LISTED IN THE COMPUTER:**

REBINDING	\$8.00	
Damaged to print items (i.e. torn page, ink mark, water stain)		\$2.00 to \$5.00, depending on damage
Cleaning/repair fee for Audio Visual items (i.e. DVD's, CD-Rom's)		\$2.00 to \$10.00, depending on condition

Overdue Fines on books, magazines, realia, and audio items are \$0.10 a day per item, not to exceed \$5.00 per item.

Overdue Fines on videos, DVD's, CD-ROMs and Adult Kits are \$2.00 per day per item, not to exceed \$10.00.

**Approved by the Berwyn Public Library Board of Trustees**  
**Effective February 9, 1998**  
**Revised December 10, 2001**  
**Revised September 9, 2002**  
**Revised October 6, 2003**