

Unger Memorial Library

Policies & Procedures

Overdue, Lost or Damaged Materials

(July 30, 1990; rev. December 11, 2001; rev. May 8, 2007; rev. February 12, 2013; rev. October 11, 2016)

- **Overdue library materials**

(Note: The fines below, except Kindle and circulating reference, are taken from the (revised) Plainview City Code.)

- 10¢ per day per book with a maximum fine of \$10 or ½ the list price, whichever is less.
- 10¢ per day per CD or on read-alongs with a maximum fine of \$10.
- 10¢ per day per magazine with a maximum fine of \$5. (Magazines will be valued at \$10 each.)
- \$1 per day per DVD with a maximum fine of \$10 or ½ the list price, whichever is less.
- Fines will not be charged for days on which the library is closed.
- Circulating reference books will incur a \$1 per day overdue charge.
- Kindle borrowers will be charged \$1 per day overdue.

- **Lost library materials**

Lost library materials will be billed to the patron at the current retail value of the item plus a \$5 nonrefundable processing fee per item. Books which have been rebound at the bindery will have an additional \$15 charge added to the retail cost. Lost library materials have not been purchased by the patron; i.e., the Unger Library retains ownership of all materials which have not been officially withdrawn from the collection and given to the Friends of the Library for resale in their annual book sale. A lost item returned to the library within three months of its due date which is accompanied by a receipt from the Unger Library will have the value of the item charged, less processing fee, refunded.

- **Damaged library materials**

The fees for damaged library materials will be assessed on a case-by-case basis. Damage can range from writing in a book, turned down corners, warping from water or heat, dog-chewed covers, irreparably scratched (or broken) CDs or DVDs, or innumerable other cases of neglect. Even though only a single page (or even part of one) has been damaged, the charge may still be for replacement of the entire item (+ the \$5 processing fee). Also, if any one part of a set (CDs and DVDs, book with DVD, etc.) is damaged or lost the cost for replacing the entire item will be assessed. Irreparable materials will be treated like lost materials as in the guidelines delineated above with the exception that when a patron pays for a damaged item it will be

withdrawn from the collection and offered to that patron. A \$5 charge will be assessed for cleaning each dirty or scratched DVD or CD.

- **Lost library cards**

There will be no charge for obtaining the first library borrower's card. However, there will be a \$5 fee for replacement of a lost or stolen card. The fee for a stolen card will be waived if a police report is presented.

- **Additional fines**

- Missing date due cards are valued at \$1.00 each.
- Missing or damaged barcodes on books will be replaced for a \$1 charge.

- **Other fines and charges**

Damage to other library property will be assessed on a case-by-case basis.