



## Lost or Damaged Materials Policy

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Orangeburg Library applies lost or damage charges to maintain its collection for public use. Customers who return materials in a damaged condition as determined by the Library Director or delegate are responsible for costs if the library determines the item can no longer circulate. Parents or legal guardians are responsible for fees associated with a minor child's account.

The prices charged for lost or damaged items are in the catalog record and are determined by professional journals, bibliographic sources, the professional staff or our contracted vendors. The library does not accept prices from online booksellers such as Amazon, or other suppliers, nor do we accept replacement copies. If a book or other item is no longer available for purchase or the library no longer needs that particular item for the collection, the payment allows the librarian to make a different purchase based on professional selection principles and the benefit of the community. The library does not issue refunds for paid items later found by patrons after the transaction.

Unpaid lost material or damaged charges result in a loss of library privileges, which are restored, once payment is received. Every effort is made to contact patrons informing them of the pending charges. Damaged items are kept in our office for review, unless the condition of the item could harm staff by introducing mold, bacteria or other undesirable elements into the environment. Items are discarded after one month regardless of whether or not the patron has discussed the situation with staff.