

## **Lost and Damage Fees Policy**

Neill Public Library is a community resource in which a collection of books and other materials are shared among community members. The Neill Public Library Board of Trustees has established this policy to enable the library to recover the costs for materials that have been lost, damaged, defaced or returned incomplete while in a patron's care, and authorizes staff to charge patrons accordingly.

1. The Library will charge the replacement cost for lost items.
2. The Library will charge the replacement cost for items returned with missing pieces, or damaged beyond repair.
3. The Library may charge a processing fee for lost and damaged materials.

Adopted by Motion – Neill Public Library Board of Trustees 6/96  
Revised 10/13/2021