

## Damaged Items

1. If an item is returned to the library and it is damaged in any way (including damaged beyond repair), the patron should be billed using BILL A USER with the code **DAMAGE**.
2. The home location of the item should be changed to **BINDERY** if it can be repaired or **LOST** if it cannot be repaired.
3. If the item cannot be repaired, place it in the box under the circulation desk. The patron may have this item once they pay for it.

## **All Items**

- Damaged beyond repair or lost = cost of item + \$7.00 processing
- If cost of item is not included in record, use these defaults  
DVD = \$25.00 + \$7.00      Adult & YA Paperback Honor Book = \$7.00 + \$1.00  
Juv HC = \$5.00 + \$7      Adult HC = \$30.00 + 7.00  
YA HC books = \$25.00 + \$7      J HC book = \$18.50 + \$7.00  
Board Book = \$7.50 + \$1.00  
CD = \$15.00 + \$7.00      Leap pad = \$32.50 + \$7.00  
Audiobooks CD = See Administrative Assistant (leased, library owned)  
Magazines & comics = \$3.50 + 1.00  
Reference books \$70.00

## **Books**

- Damage to plastic cover of book = \$1.00
- Damage to pages in book = \$.25 a page
- Missing Barcode or security tag = \$7.00
- Missing Paperback barcode = \$1.00
- Missing Spine stickers = \$1.00

## **AV Materials (DVDs, Books on CD, Games)**

- Damaged tape or CD = see above
- Repairable damage to AV case = \$1.00
- New case needed for AV materials = \$7.00 + below charges if applicable
- Lost Instructions of AV materials = \$5.00
- Lost Scene Selection of DVD = \$2.00

## Lost Items

1. If a patron cannot find an item or knows that it has been destroyed, the patron should be billed using BILL A USER with the code **LOST BOOK**. This does not tie into the item record so it is a little more confusing.
2. You must **DISCHARGE** the book and **FORGIVE** that patron's fines on it after the patron is billed for it as a **LOST BOOK**.
3. The home location of the items should be changed to **LOST**.

## Missing Items

If an item is supposed to be in the library according to the catalog and you have looked for it and cannot find it, please fill out a purple slip and place it in the box in the deputy director's office.

## Discard Items

This should be used when an item is being removed from the catalog.