

BAY COUNTY LIBRARY SYSTEM

Lost & Damaged Materials Policy

Bay County Library System Materials

Lost Materials

Library materials that are 42 days overdue are assumed to be “lost” by the patron, who is responsible for paying overdue charges, replacement cost for the entire item, and a non-refundable \$5 processing fee for each item. The Library does not accept replacement materials for lost items. For details of debt collection and reimbursement for materials that have been “lost and paid for” see Debt Collection & Reimbursement Policy & Procedures.

Damaged Materials

The extent of damage to Library materials can vary widely. Library staff will determine whether or not an item is damaged to the extent that it cannot be repaired and must be removed from the collection. In such cases, the patron who had the item checked out may be responsible for paying overdue charges, replacement cost for the entire item, and a non-refundable \$5 processing fee. The Library does not accept replacement materials for damaged items.

Materials Returned with Parts Missing

Materials returned with missing parts are rendered unusable and can no longer be checked out to the public. Library staff will attempt by phone and/or by mail to contact the patron who had the material checked out so that the missing material can be located and returned. If the missing material cannot be found, the patron may be responsible for paying overdue charges, replacement cost for the entire item, and a non-refundable \$5 processing fee. The Library does not accept replacements for materials that are returned with parts missing.

Non-Bay County Library System Materials: Lost, Damaged & Parts Missing

Items inter-library loaned, or borrowed from other libraries, are subject to the policies of the lending library. This includes the lending library’s charges for materials that are lost, damaged, or returned with parts missing, and related processing fees.