

## Lost and Damaged Materials Policy

New Jersey State law prohibits the theft or vandalism of library property (NJSA 2C:20-12 to 15; NJSA 2A:43A-1)

When a book or other library item is:

1. Lost by the patron **OR**
2. Returned damaged by the patron and the extent of the damage is such that, in the opinion of the Head of Circulation or other designated staff member, the item cannot be returned to the shelf for further circulation, the following applies:
  - The patron is billed for the list price of the item at the original time of the item's acquisition by the library
  - A \$5.00 processing fee will also be assessed to cover expenses related to cataloging and making the replacement item shelf-ready
  - Applicable overdue fines are charged
  - Once the patron has paid for the damaged item, at the discretion of the library the damaged item may be offered to the patron.
  - The patron may not substitute a new copy of the book.

Return of items that had been lost and paid for by the patron:

1. If the item that had been lost and paid for is returned within 30 days of the date on the issued receipt, and the item is in good condition, the library will refund the Replacement cost that had been assessed. The library reserves the right to not accept return of a book that has been damaged by the patron, where the damage is to the extent as described in point number 2 above.
2. Processing fees and overdue fines are not eligible for refund.