

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-91

SECTION: General Patron Services

SUBJECT: LOST OR DAMAGED MATERIALS AND ILL MATERIALS FEE SCHEDULE

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**SUMMARY** This regulation lists the charges made to patrons for their extended use of materials (including ILL materials) beyond the loan period transacted and for their loss of or damage to library materials.

Effective Date: October 13, 2016  
Reviewed: October 27, 2021  
September 8, 2022  
October 13, 2022  
April 13, 2023

**AUTHORITY**

- a. Lost, or damaged materials fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.
- b. Borrowers seeking refunds for replacement costs which they have paid must return the material with the receipt.
- c. Damaged materials fees apply to both borrowed materials and materials used in the library.

**PROCEDURE**

- d. . Damaged or lost materials will be charged to the patron according to the schedule.

Denial of Borrowing Privileges

When the dollar amount of unpaid fines and fees posted to a borrower's record is \$50.00 or more, further checkout of materials is prohibited. The County Librarian is authorized to establish procedures for restoration of borrowing privileges.

ILL Materials

- e. Materials borrowed by inter-library loan (ILL) from other libraries for Johnson County Library patrons are subject to the rules and regulations of the lending libraries, and any charges accrued from overdue, lost or damaged materials will be charged to the patron. The cost of lost materials will be non-refundable after the invoice is paid to the lending institution.

APPEAL

e. Fees and other charges may be appealed to the County Librarian. The County Librarian shall render a decision within ten days of the filing of the appeal. The individual filing the appeal may appeal the decision of the County Librarian to the Library Board of Directors using the procedure described in ARM 20-10-30.

SCHEDULE

f. The fee schedule of lost, or damaged materials and ILL materials is as follows:

April 13, 2023

ARM20-10-91 End

Reading Level	Material Type	Replacement Charge	Default Replacement Charge
Adult, E, J, Teen	Audio	Cost of Item	\$30.00
Adult, E, J, Teen	Book	Cost of Item	\$30.00
Adult, E, J, Teen	Compact Disc (Music)	Cost of Item	\$30.00
Adult, E, J, Teen	DVD	Cost of Item	\$30.00
Adult, E, J, Teen	Holder, Plastic A-V	\$3.00	\$3.00
Adult, E, J, Teen	Periodical	Cost of Item	\$6.00
	Kits	Cost of Item	\$100.00
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	Study Room AV Kits	\$50.00	\$50.00
	Laptops	\$1,550.00	\$1,550.00