



The Stanly County Public Library

Phone: 704.986.3765

133 East Main Street, Albemarle, North Carolina 28001

Facsimile: 704.983.6713

Lost and Damaged Materials Policy

General Policy

The goal of the Library's policy is to ensure the availability of materials for all library users, not to penalize users or "make money" on overdue, lost, or damaged books. Library materials must be returned without damage. If materials can be repaired in the Library, as determined by Library staff, there will be no charge.

Lost Materials

Library materials that are 42 days overdue are assumed to be "lost" by the patron, who is responsible for paying replacement cost(s) of the entire item(s), but no overdue fees or processing fee. The Library does not accept replacement materials for lost items.

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 will be responsible for paying replacement fee(s), but no overdue fee or processing fee. The Library does not accept replacement materials for damaged items.

Materials Returned with Parts Missing or Damaged

Materials returned with missing or damaged parts can no longer be checked out to the public. If an item is missing parts, the Library will attempt to contact the patron so that missing material can be located and returned. No item will be checked in until all parts are returned, possibly incurring overdue fees. Whenever possible the Library will purchase replacement parts to minimize the cost charged to the patron. If the missing material cannot be found and returned, the patron will be responsible for paying replacement fees for the entire item(s). The



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Library does not accept replacements for materials that are returned with missing or damaged parts.

Non-Stanly County Library Items (ILL)

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

September 18, 2014

Badin
Branch Library

Locust
Branch Library

Albemarle
Main Library

Norwood
Branch Library

Oakboro
Branch Library