

Hillsdale Community Library
Lost Materials Policy

A patron should report any lost material upon receipt of an overdue notice.

Fines will stop at the reporting date and be noted on the circulation records.

If the patron finds and returns the material within 90 days the fine will be \$5.00.

The patron may pay the replacement cost of the lost item(s) at any time.

After 90 days, these costs will include a \$5.00 processing fee and the patron is restricted from borrowing until the bill is paid.

The library will return the replacement cost minus the \$5.00 fee if the patron finds and returns the book within 30 days of the payment for the lost item.

If the patron finds the item more than 30 days after paying for the item, it belongs to them as it will have been replaced with same title or a similar work if the original is out of print.

Adopted April 2000