

**Hillsdale Community Library
Damaged Materials Policy**

A patron is requested to pay for damages when material is returned in an unsuitable condition. This payment may take the following forms:

1. Rebinding costs. If the book is eligible for rebinding, the patron will be requested to pay a \$6.00 rebinding charge.
2. Replacement costs on books that are beyond rebinding the patron will be requested to pay a full charge as determined by the list price of the item.
3. Other items will receive the following charges:
 - a. Mass market paperbacks, replacement cost of book, plus \$1.00 processing fee.
 - b. Magazines, replacement cost of magazine, plus \$1.00 processing fee.

Adopted September 1987