Roseville Public Library Policy

Section Title: LOST ITEM POLICY **Effective Date: 01/01/2013**

- All items 45 days overdue are automatically set to Long Overdue (Lost). Items may also be set to Lost manually if customers ask to pay for items they know are lost.

- The replacement cost is the amount entered in the bibliographic record.

- Replacement copies will not be accepted.

- The replacement cost is waived from the customer's account if:

  1) the lost item is returned in good condition (as determined by library staff) and
  2) the item record is still found in the computer system.

Note: The customer is still responsible for the maximum overdue charge per item which is automatically assessed.

- After an item is 90 days overdue, the item record is deleted (withdrawn) from the library's collection and the customer is responsible for the full Replacement Cost. The customer may keep the item upon receipt of payment for the item if it is found after payment has been made.

- If a customer asks staff to accept a withdrawn item and the Circulation Supervisor and/or Library Supervisor determine the item should be returned to the collection, the customer is charged any overdue fines.

- Any item returned to the library in the book drop that is no longer in the computer system will be considered a library donation since it can no longer be linked to a customer's account.

- Any adjustment to the replacement cost for a lost item is at the discretion of the Library Assistant and the Circulation Supervisor and/or Library Supervisor.

- Once the replacement cost for a lost item has been paid, no refunds will be issued.