

# RIDGEWOOD PUBLIC LIBRARY

## POLICY FOR LOST/DAMAGED MATERIALS

In the event that a patron loses or damages library materials, the patron is responsible to pay the cost to replace the item. **Please refer to the table below for approximate replacement costs.** Loss of certain items may incur a significantly higher fee; e.g. the replacement cost for some art books can exceed \$100.

**The Library does not accept purchased items in lieu of payment** because other factors are included in the cost, such as processing fees and staff time. In addition, many of our books are purchased with a special library binding that is not available in bookstores.

<b>books</b> 	Minimum replacement fee	<b>media</b> 	Minimum replacement fee
<b>Adult Hardcover Books</b> (fiction and nonfiction)	<b>\$25+</b>	<b>DVD/Video</b>	<b>\$25+</b>
<b>Adult Trade Paperbacks</b>	<b>\$15+</b>	<b>Music CD's</b>	<b>\$20+</b>
<b>Adult Mass Market Paperbacks</b>	<b>\$7+</b>	<b>Books on CD/Tape</b> If part of a set is lost, the library will see if the item can be purchased separately; if this is not possible, the patron will be charged for the full set.	Full set: <b>\$40-130</b> Individual CD/tape: <b>\$10</b>
<b>Children's Nonfiction</b>	<b>\$20+</b>	<b>Kits</b> Language software (Rosetta Stone & Muzzy) is \$200+.	<b>\$30-50</b>
<b>Children's Picture and Chapter Books</b>	<b>\$20+</b>	<b>Juvenile Read-Alongs</b>	<b>\$20-35</b>
<b>Easy Readers</b>	<b>\$15+</b>	<b>Magazines</b>	<b>\$5</b>
<b>Children's Paperbacks and Toddler (board) Books</b>	<b>\$8+</b>	<b>CD/DVD cases</b>	<b>\$3</b>

**We thank you for your cooperation and support.**