

A. Introduction

Library materials are a shared community resource and are expected to be clean and in good condition to circulate to patrons. Designated library staff members make the final determination about the viability of any resource, and patrons are responsible for materials and costs as per cardholder policy.

Messenger Public Library (MPL) charges repair or replacement costs in the event an item is damaged beyond the scope of what is deemed acceptable for circulation. Patrons utilizing materials should show extra care and consideration as the collection is community property and not individual, personal items.

B. Damages to items

The library is not punitive in the application of charges as it relates to damage. Normal wear and tear is to be expected, and if an item can reasonably be repaired every effort will be made to do so including taping, repairing binding, or reinforcement covering, etc.

When an item is removed due to normal wear and tear, or typical end-of-life, the patron is generally not charged.

The following are examples (but not an all-inclusive list) of damages that do not constitute normal wear and tear, and the patron may be charged for the item:

- Wet or moldy books
- General water damage
- Books damaged by food stains, oily or sticky residue
- Unnatural smells or stains
- Mold or parasites
- Books missing pages or covers
- Books containing marking by pencil, ink or highlight marker
- Books showing tears, cuts, graffiti or other unusual damage

Mold is generally not immediately evident and grows after water or substance-related damage.

C. Procedures for Circulation:

Each material will be inspected upon being checked in by MPL staff members. Any item that appears to have damage will be marked for assessment, repair, or replacement. Patrons are encouraged to self-identify damage to prevent substances from spreading in bookdrops.

Library personnel utilize expertise and judgment to make a final decision about material viability, within the MPL accepted standards. If a material has been obtained through an inter-library loan, the owning Library renders the decision with regards to the material and the patron is accountable for the owning library charges.

Patrons are encouraged to review materials prior to check-out and notify staff members of any concerns about the material.

D. Charges for Repair or Replacement

This policy works in conjunction with Cir-1 Policy, and associated fines and fees will follow the statements in the policy. As MPL also works with a consortium, each library owning the damaged resource is responsible for the decision with regard to damage.

Repair or replacement fees will be assessed by the Head of Circulation and applied to the cardholder account. If a full replacement is necessary, the fair market value of the material will be charged to the patron. Replacement costs may vary according to the material.

The Head of Circulation may work in consultation with other Department Heads, or the Library Director to make a final determination.

MPL will work with the generally accepted standards of:

- No water damage on materials
- Clean and acceptable condition
- No foreign substances
- Normal wear and tear is acceptable; materials may be repaired to remain in circulation
- Children's materials experience a different level of use and may require more frequent repair

MPL may apply the charges to the patron record.

E. Additional Stipulations

The Library does not accept self-purchased replacement materials by patrons as:

- The patron is replacing the money extended to purchase the item or the amount of taxpayer-supported funds used to purchase the community property.
- Fair market value is charged for the item in need of replacement as to impact pose the least financial impact to the patron.
- The replacement material may be updated for content or design, selections must be made by qualified staff members and not patrons.
- Specific editions, versions, or binding may be a consideration for repurchasing an identical item replacement.
- The item may not be available; therefore, replacement content will be selected.
- The Library covers the charges of processing materials (typically \$8-10) for barcodes, supplies, catalog records, and human resource time and must ensure that the materials selected meet collection standards.

While all patrons may not agree with final decisions, MPL is responsible for determining the application of charges and standards for circulation.

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