

Bernardsville Public Library

Lost and Damaged Item Fee Policy

Revised September 19, 2023

Adopted December 20, 2022

Replaces "Policy and Procedure: Replacement Costs- Lost Items" (2015, 2012)

Lost Bernardsville Public Library items shall be charged to a patron's records in accordance with the amounts set forth by the MAIN Library Alliance. Excessively overdue items will be classified as lost in the integrated library system only after making repeated attempts to contact the borrower. Once an item is classified as lost, returning an item may still incur lost item fees. Damaged items may incur a fee. The Bernardsville Public Library may collect item fees and elect to forego replacing the item. Late fees may also accrue.

The costs for lost or damaged materials borrowed from libraries in MAIN or through the inter-library loan service are determined by the material's lending institution. Questions or concerns about these costs should be brought to the Executive Director. Fees may only be waived in extraordinary circumstances by the Executive Director or an Interim Director.