

**LOST AND DAMAGED MATERIALS**

Replacement cost will be charged for lost or damaged materials withdrawn from the collection. If a part of a set is lost or damaged and the individual part cannot be replaced, the full cost of the set will be charged. If part of a set is damaged and the individual part can be replaced, the replacement cost of only that part will be charged.

Determination whether a damaged item is to be withdrawn from the collection is made by the Adult Services or Youth Services Department Head. Determination of replacement ability of any part of a set will be made by the Technical Services Department Head.

If a lost item is found and returned in usable condition within a year from the date reported lost, the cost of the item will be refunded. We do not accept return of lost materials after one year.

Revised September 12, 2000; Reviewed August 9, 2005; Revised July 11, 2006; Reviewed February 10, 2009