

Mid-Columbia Libraries 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		Circulation Policy	
		SECTION: 210	NO. 56
TITLE:		<i>LOST OR DAMAGED ITEMS</i>	
ADOPTED: <i>4/18/1994</i>	REVISED: <i>7/17/2006; 9/20/2010; 5/20/2014</i>		

Customers are responsible for all items checked out on their card. Therefore, Mid-Columbia Libraries charges the customer's account when items are lost or damaged.

Lost or Damaged Items

1. Customers will be charged the original retail price listed in the item record to cover the cost of the item.
2. When there is no cost listed in the item record, a fee will be charged. Mid-Columbia Libraries will establish the fee from industry sources.
3. Customers may not provide replacement copies for lost or damaged items.
4. Customers who pay for lost items, but return them in good condition, within 30 days of payment for the items are eligible for a refund. A refund due a customer with outstanding lost item(s) on their account will be applied to the account to pay other lost, missing, or damaged items.
5. Damaged items become the property of the borrower upon payment and if claimed within thirty (30) days.
6. At the discretion of the library, severely damaged items may be disposed of upon return, but the customer is still liable.

Missing Parts

1. Customers are responsible for costs related to replacement of missing parts in multiple item sets.
 2. These charges vary depending on the item that is missing.
 3. Refunds will not be given on payments made by customers for missing parts as the cost to replace the item has already been incurred by the library.
-