**Overdue, Lost, or Damaged Materials Policy**

**I. Overdue Materials:**

The library does not charge late fines for overdue materials belonging to Saranac Clarksville District Library, with the exception of our mobile hotspots. The overdue fines for mobile hotspot devices will be $1 per day, per device. Additionally, overdue hotspots will have their service turned off within 24 hours past their due date. Overdue fines may still be charged on items borrowed from other libraries even when checked out from Saranac Clarksville District Library. Fines on overdue materials belonging to outside libraries will be determined by the lending library.

**II. Damaged Materials:**

Patrons returning library materials damaged due to obvious neglect will be charged according to the amount of damage and the possibility of repair to the material. Under the discretion of the Library Director, library staff will assess materials for damage and charge per the following guidelines.

Books:

1. Water Damage
	1. If material is not usable due to water damage (i.e. moldy or more than 50% damaged) the patron will be charged to the replacement value of the item.
	2. If material is still usable and damage is to 50% or less of the material, and not moldy, the patron will be charged the lesser of $5 or $0.15 per page.
2. Torn Page
	1. Patrons will not be charged for torn pages that can be repaired
3. Missing Page
	1. If an item is returned missing a page, the patron will be charged the full replacement cost of the item.
4. Torn Cover
	1. If the damaged to the item’s cover can be mended, there will be no charge.
	2. If the damage cannot be mended, the patron will be charged $2.
5. Pen/Pencil/Marker Damage
	1. If marks made by pen, pencil, marker, or similar material can be removed and do not cause the item to be unreadable, there will be no charge to the patron.
	2. If marks made by pen, pencil, marker, or similar material cannot be removed and cause the item to be unreadable, the patron will be charged the lesser of $5 or $0.15 per page.
6. Board Books
	1. There is no charge for damaged board books.

DVDs and Books on CD

1. Scratches
	1. There will be no charge for light scratches on discs.
	2. If there are heavy scratches made to one or more disc associated with the item, the patron will be charged the full cost of the material.
2. Cracks
	1. If there is a crack to one or more discs associated with the item, the patron will be charged the full cost of the material.
3. Missing Disc
	1. If the item is missing one or more of the discs associated with the item, the patron will be charged the full cost of the material.

Wonder Books/Vox Books

1. Water Damage
	1. If material is not usable due to water damage (i.e. moldy or more than 50% damaged) the patron will be charged to the replacement value of the item.
	2. If material is still usable and damage is to 50% or less of the material, and not moldy, the patron will be charged the lesser of $5 or $0.15 per page.
2. Torn Page
	1. Patrons will not be charged for torn pages that can be repaired
3. Missing Page
	1. If an item is returned missing a page, the patron will be charged the full replacement cost of the item.
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5. Pen/Pencil/Marker Damage
	1. If marks made by pen, pencil, marker, or similar material can be removed and do not cause the item to be unreadable, there will be no charge to the patron.
	2. If marks made by pen, pencil, marker, or similar material cannot be removed and cause the item to be unreadable, the patron will be charged the lesser of $5 or $0.15 per page.
6. Audio Player Damage
	1. If there is damage to the audio player, the patron will be charged to full cost of the material.

Mobile Hotspot

1. For damage to hotspot and/or its power cord, neoprene case, and wall adapter that cause the material to be unusable, the patron will be charged the following per Hotspot Borrowers Agreement:
	1. Hotspot: $100.00
	2. Power Cord: $5.00
	3. Neoprene Case: $15.00
	4. Wall Adapter: $5.00

STEAM Kits and Non-Traditional Collection

1. Patron will be charged the replacement cost of any missing pieces.
2. For information on book damage, see above section for “Books”
3. For information on disc damage, see above section for “DVDs and Books on CD”

Magazines

1. If magazine has excessive damage, the patron will be charged the full replacement cost of the material. Otherwise, there will be no charge for minor damage to magazines.

**III. Lost Materials:**

Lost materials are those that the patron concedes to be lost or ones that have not been returned within one month of their final due date. Patrons will be charged the full cost of the material and any collection fees incurred.