

## Damaged Items Policy

Patrons of the Yankton Community Library are responsible for the return of any items in the same, fair condition as originally loaned to them, as agreed when registering for a library card. It is recognized that library materials age rapidly with repeated use and that some deterioration and damage in use is unavoidable. Library staff will attempt to record this deterioration on the title page/case of each item along with dates. When damage exceeds normal “wear and tear,” the patron will be held responsible at the library’s discretion.

Damage may include, but is not limited to:

- Torn or mutilated pages or cover
- Broken spines
- Pages missing or folded
- Pages colored/marked/underlined/highlighted
- Coffee or other liquid spills and stains
- Pages sticking together
- Mold or smell
- Broken cases
- Physical items broken, scratched, or rendered unplayable.

Damage or replacement costs are limited to the price of replacing the material, except in the case of magazines, which are billed at a flat replacement cost of \$5.00 per issue.

With the library’s prior permission, the patron may choose to buy a replacement title rather than pay a fee to the library; in most cases, the title must be a new and exact replacement. In this case, a \$5.00 processing fee will be charged to the patron.

In some cases, certain repair or replacement of parts can be accomplished and the patron will be charged for only those parts. If the item is not repairable and must be replaced, the patron will be charged the replacement cost. Overdue charges incurred on materials assessed with fee charges will be deleted. The patron can inspect or pick-up damaged material at the library for thirty (30) days from the date of the billing letter. After that time, regardless of whether the fines and fees have been paid, the material will be discarded. Patrons paying the fines and fees for damaged materials within the 30-day material retention period may have the damaged material.