

Lost and Damaged Items Policy

Borrower Responsibility:

- Each borrower is responsible for all items checked out to the borrower card registered in his/her name.
- Lost and damaged items are billed to the cardholder.
- Please keep your receipt when paying for any lost item. If a lost item is found and returned in good condition within 90 days from the date of payment, it may qualify for a refund.

Refunds for Lost Items

- Only the cost of the item is refundable. Patrons are responsible for any overdue fees.
- Overdue charges will not exceed the cost of the item.
- Refund checks will be mailed after the library board approves the refund claim at their monthly meeting.

Note: Replacement of lost and/or damaged items is at the discretion of the selectors.

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Adopted	JCPL Board	06-24-2014
2.0	Revised	JCPL Board	10.17.2017