

WARREN LIBRARY ASSOCIATION  
COSTS FOR REPAIR/REPLACEMENT OF  
DAMAGED/LOST EQUIPMENT/MATERIALS  
POLICY MEMORANDUM

Persons damaging material(s) belonging to Warren Library Association will be assessed the cost of replacement and processing fees. The patron, upon request, may keep the damaged materials once the replacement cost and processing fees are paid.

**EQUIPMENT**

If a person damages library equipment or property, they will be billed the actual cost of repair, or the replacement cost of the equipment comparable in features, function, and quality, as determined by the library.

**MATERIALS**

Costs for repair or replacement, as deemed appropriate by the library, will be determined by the system price listed in the database. In addition, a processing fee of five dollars (\$5.00) will be assessed for each unreturned, damaged, or lost item.

For damaged or unreturned interlibrary loan materials, the lending library will determine the cost for replacement.

Adopted by  
Warren, Library Association  
Board of Directors  
April 19, 1976  
Revised September 19, 1976  
Revised October 17, 1988  
Revised November 21, 1988  
Revised February 18, 1992  
Revised December 19, 1994  
Revised April 15, 1996  
Revised May 20, 2002  
Revised November 18, 2002  
Revised May 19, 2008  
Revised December 12, 2023