

## **ORANGE PUBLIC LIBRARY LOST & DAMAGE FEES**

*Adopted by Orange Public Library Board of Trustees on December 16, 2002*

*Revised & Adopted: 02/23/2015; 08/03/2022*

Orange Public Library (OPL) provides a variety of materials and equipment to its patrons with a valid OPL library card. The borrowing of these items and other library materials by any member of the public is a privilege. Each loan of materials and equipment is made free of charge to ensure fair access to items by everyone in the community.

Patrons are required to provide the library with accurate contact information when completing a library card application and to promptly update that information with the library if it should change.

The library assesses fees for damaged and lost material; below is the process:

1. An overdue notice is provided as a courtesy to all patrons with overdue items.
2. If the overdue item(s) is not returned after receipt of the overdue notice, the item(s) will be considered lost and a bill for replacement charges and processing fees will be mailed to the patron.
3. If a patron reports an item lost, the library will bill the patron for a replacement item.
4. Patrons who have paid for lost items will receive a refund (less the processing fee) when a lost item is returned within 90 days of the date of bill, as long as the returned item is in good condition and proof of payment is provided.
5. If an item is returned damaged, a fee for the damages will be assessed and a bill will be mailed to the patron.
6. If fees are not paid in a timely manner, OPL may use a third-party collection agency to collect the fees on our behalf.