

# Chelsea District Library Policy and Procedure

Policy Section 2: Circulation  
Board Approval Date: September 18, 2012  
Committee Review Date: June 2012

Subject: **210 Refund Policy**

Background:

A replacement fee is assessed for all lost library material. It may not be the exact cost of the material; older material may cost more to replace than what it originally cost to purchase. Fees may also include processing costs. Patrons often find the lost material after they have paid for it.

Policy:

If material that has been lost and paid for is returned before the item has been ordered for replacement, and within 45 days of being marked lost, a refund will be issued to the patron. The item must be in useable condition. Overdue fines will be deducted from the refund.

Personnel Responsible:

Circulation Supervisor

J. Miller

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Janis Miller, Secretary

9/18/2012

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Date