Name: Replacement Policy

Approved: August 25, 2015 by Franklin Public Library Board of Trustees; revised April 24, 2023

Policy:

The library reserves the right to replace items when they are lost, damaged, or 30-days overdue, and to charge the patron for the replacement cost, plus a non-refundable processing fee.

Charges for items that are lost or damaged beyond repair will be the current replacement cost of that material if still available. If an item is out-of-print or the replacement price of the item is otherwise unavailable, the replacement charge will be based on the average cost of similar items from library vendors.

A $5.00 non-refundable processing fee will be assessed for each lost or damaged item and is included in the total replacement fee in the item record.

Patrons may replace print and audiovisual items with EXACT DUPLICATES of lost or damaged items only with the approval of the Library Director or designee. A $5.00 processing fee will be assessed.

Items returned with missing or damaged parts (as long as they are not essential to the use of the item) will be assessed as follows:

- Audiobook CD cases—$5.00
- Audiobook CD sleeves—$1.00 each
- Barcode replacement—$2.00
- Hanging plastic kit bags—$5.00
- Music CD or DVD cases—$5.00
- Reprinting missing covers—$5.00
- RFID tag – $2.00
- Torn book covers or dust jackets—$2.00
- American Girl doll carriers--$25.00
- Backpack Buddies canvas backpacks with FPL logo--$30.00
- Other items as identified in applicable policies (i.e. Tool Library Lending Agreement, Laptop Policy, Mobile Hotspot Policy)

Patrons who have paid for lost or damaged items and find them within 30 days may be issued a refund of the replacement cost. Between 30-60 days, a refund may be issued at the discretion of the Library Director or a selector. After 60 days, there will be no refunds issued.

Patrons who have paid for or replaced damaged items may keep the original items.

Patrons who lose or damage items loaned from another library will be assessed the charges from that library. The rules of the owning library will apply.