

FOX LAKE PUBLIC LIBRARY DISTRICT (of Lake and McHenry County)
LIBRARY POLICY MANUAL

3 SERVICES AND CIRCULATION OF MATERIALS

3.23 *REPLACEMENT OF LIBRARY MATERIALS*

The Library replacement process is as follows:

- Library patrons will be charged the current full retail price for lost or badly damaged library materials.
- Damaged items that are paid for will be returned to the patron paying for the damage.
- A fee will be charged for items returned to the library in damaged but repairable state. The amount charged will be at the discretion of the Circulation Manager. No additional processing fees are charged.
- The library will not accept replacement items purchased by the patron.