



MORTON GROVE PUBLIC LIBRARY

6140 Lincoln Avenue, Morton Grove, IL 60053-2989 • 847-965-4220 • www.mgpl.org

Lost / Damaged Materials

Lost items owned by the Morton Grove Public Library

Patrons are charged the library's replacement cost of a lost item, plus a \$5.00 processing fee. If the item is located and returned within three (3) months of payment, the replacement cost will be refunded to the patron. Processing fees and overdue fines will not be refunded.

Damaged items owned by the Morton Grove Public Library

Damaged items will be evaluated on a case-by-case basis by the Head of Circulation who will determine whether the item is still suitable for use. If it is determined that the item is no longer suitable for use, the patron will be charged the full replacement cost of the item, plus a \$5.00 processing fee. At the patron's request, damaged material that has been paid for in full may be returned to the patron once it has been withdrawn from the library collection.

If an item can remain in the collection, the Head of Circulation will determine the amount of the fine, if any, that is owed by the patron.

Patron replacement of lost / damaged material

The library may accept patron replacement of lost / damaged items. Acceptance of a replacement item must be approved by the Head of Circulation prior to replacement.

The library will accept replacement items that meet the following conditions:

- The replacement item must be identical to the original item (ISBN must match).
- The replacement item must be in the same format as the original item.
- The replacement items must be new. Used material will not be accepted.

Lost / Damaged Items owned by other libraries (Interlibrary Loan Material)

Patrons are charged for lost / damaged interlibrary loan materials as determined by the loaning library. The Morton Grove Public Library does NOT determine this cost.

Approved by the Morton Grove Public Library Board of Trustees on February 8, 2018.