



Lost and Damaged Materials Policy

Lost items owned by the Morton Grove Public Library

- Patrons are charged the Library's full replacement cost of the item as shown in the catalog database.
- If the item is located and returned within three (3) months of payment, the replacement cost will be refunded to the patron.
- Overdue fines associated with lost items will not be refunded.

Damaged items owned by the Morton Grove Public Library

- Patrons are charged the Library's full replacement cost of the item as shown in the catalog database if an item is determined to no longer be suitable for use.
- Damaged items will be evaluated on a case-by-case basis by the Head of Circulation or his/her designee.
- Once it has been withdrawn from the collection, and at the patron's request, damaged material that has been paid for in full may be returned to the patron.

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 and does not have the authority to waive or reduce these charges.