



**Warminster Township Free Library  
Circulation Services  
Lost or Damaged Materials**

**Policy Statement**

Library users are financially responsible for the proper use and safe return of material they borrow. Bucks County District member libraries charge fees for lost, damaged, or stolen material to offset replacement costs.

**Regulations**

Once an item has been kept 45 days after the due date, the user will be invoiced for the cost of the item. Replacement copies are not accepted for lost or damaged items.

Users will be charged for the cost of library material that is returned damaged to the point where the item must be removed from the collection. When damage is noted a fee is charged to the user's account. If an item is one piece of a set, the user must pay the full price of the set if the library is unable to purchase the lost or damaged piece.

Reasons for withdrawal include but are not limited to:

- Writing or coloring
- Missing pages
- Torn or chewed
- Water damage, mildew or infestation
- Media is broken or warped or no longer playable

Fees are assessed for each item according to the price listed in the library catalog record for the item.

When a user pays for a lost, damaged, or stolen item, all fines on that item are waived at the time of payment. Damaged items that are paid for become the property of the library user. If a user finds a previously paid for item, no refund will be issued.

See Forms of Payment Table for a list of payment types accepted.

Adopted by the Board of Directors January 20, 2009  
Revised April 19, 2022  
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