



POLICY

SECTION: 12.9

SUBJECT: Lost Materials Replacement Fee

Richmond Public Library will charge the replacement cost stated in the SIRS! system plus a \$5.00 processing fee for lost materials per each lost item. This fee covers the related processing costs for the item, such as barcodes, labels, book jackets, etc. Richmond Public Library does not accept replacement materials in lieu of the lost item fee.

As stated in the **Collection Development Policy**, materials that have been lost or missing for at least six (6) months will be replaced on a continuing basis, dependent upon budgetary constraints and subject needs.

Approved: December 17, 2007
Revised: June 2012