Overdue, Lost or Damaged Library Materials: 
Replacement Schedule - Hassenfeld Library (updated 2016)

Overdues/Damaged/Lost/Missing Items:

An overdue item is one that has not been returned or renewed by its due date. 
Overdue notices will be sent to library users (students, faculty, parents, etc.) once a month. Fines are not charged for overdue items returned late.

If a library user receives an overdue notice, but believes they have already returned the missing item(s), s/he should contact a library staff person, who will recheck the shelves, and code the item in the online catalog as Missing.

If a user has indeed lost a library book or other item, s/he should contact a library staff person who will code the item as Lost.

If the user has damaged a library book beyond repair, s/he should contact a library staff person who will begin the replacement process.

When a book or other library item has been overdue, lost, or missing for over three months during the academic year, the replacement process will commence. Statements will be forwarded to the Business Office, which will send out bills. Library staff will order and process replacement materials.

Replacing Library Materials Costs:

The replacement costs listed on the following schedule factor in staff time required for managing multiple overdue notices, reordering, processing and recataloging:

Children’s and Middle School Collections:
- Picture books – Fiction and Non-fiction - $20
- Fiction - $15
- Non-fiction - $25
- Books on CD – replacement cost TBD

YA and Adult Collections:
- Fiction - $25
- Nonfiction - $30
- Reference/Oversized/”Coffee table” books - replacement cost TBD
- CDs, DVDs - replacement cost TBD
- Equipment/headphones - replacement cost TBD