

Bundaberg Regional Library Service Lost and Damaged Library Items Governance Policy

GP-3-056

Rev. No. 1

1.0 INTENT

To define the policy regarding lost and damaged Library items.

2.0 SCOPE

This policy applies to all members of the Bundaberg Regional Library Service.

3.0 POLICY OBJECTIVES

The objective of this policy is:

- to ensure the costs of replacing Library items which have been lost or damaged are recouped by the Library so that a high level of service may be maintained.

4.0 POLICY

4.1 Responsibility

Members are responsible for all items on their membership card, and therefore for any costs associated with lost or damaged Library items. If the invoiced amount for a lost or damaged item is not paid within the specified period, the borrower will be unable to borrow further items until the replacement costs are paid in full.

The nominated parent or guardian for a minor (member under the age of 18 years), is responsible for any costs associated with lost or damaged Library items which were issued to the minor's card.

4.2 Replacement cost

The replacement cost for an item is the cost per the Library's database, plus GST.

4.3 Items returned through the after-hours chutes

Items must be returned through the appropriate after-hours chute. Borrowers who return items through the incorrect chute, where the items are damaged as a result, will be held responsible for their replacement cost.

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Lost and Damaged Library Items Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS

GP-3-051 Bundaberg Regional Library Service Membership Governance Policy

GP-3-054 Bundaberg Regional Library Service Borrowing and Returning Library Items Governance Policy

GP-3-053 Bundaberg Regional Library Service Code of Conduct Governance Policy

GP-3-059 Bundaberg Regional Library Service Inter Library Loans Governance Policy