

# **POLICY MANUAL**

## **Fallon County Library Baker MT**

### **Damaged Materials Policy**

Material returned to Fallon County Library in a damaged condition (i.e., torn pages, torn or missing covers, ink marks, dog chews, crayon marks, water damage) will have a fine assessed by the Director. Although the fine will not exceed the replacement value of the item, full replacement value will be assessed if the item cannot be returned to the shelves.

Fallon County Library adheres to this policy of not allowing anyone with Overdue and/or Damaged Material on library computers, until materials have been returned and/or paid for.

**Reviewed/Approved:                    08/01/2017**