

Returned Ruined Item Policy

1. All library materials need to be returned to the library in the same condition in which they were loaned.
2. Any materials returned in less than the loaned condition are to be considered “lost” items and are subject to the same conditions outlined in the **Overdue and Lost Item Policy** held by this library.
3. “Ruined Items” include, but are not limited to, the following:
 - stained
 - dirty
 - smelly
 - chewed up
 - torn
 - missing pages or covers
 - broken tapes
 - scratched CD’s
4. Normal wear and tear expected due to the long term handling of items will be considered by the library staff when enforcing this policy. However, staff reserves the right to enforce this policy when they feel necessary.
5. Patron grievances can be directed to the Board of Trustees.

Adopted by the Board of Trustees September 27, 2000.