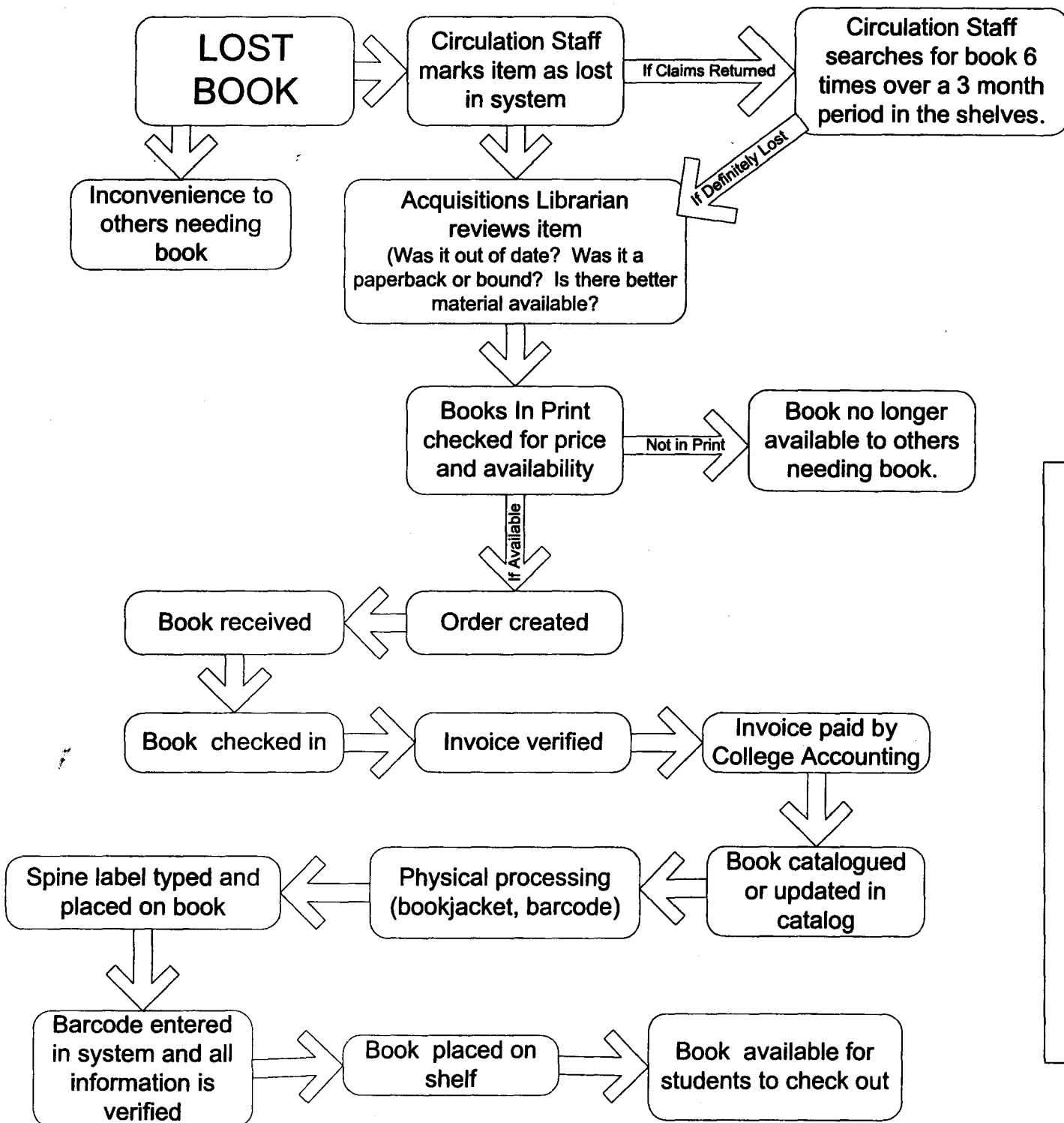


The Lifecycle of a Lost Book or why we charge a \$10.00 processing fee

* Each time any Library item is "lost" and needs to be replaced, a \$10.00 processing fee is charged. This fee is charged to offset a portion of the cost to purchase and prepare the replacement item for our library shelves. As you can imagine, the following steps take time, some require a significant amount of time!



Libraria\Circulation\Policies&Proc\SOYOULOST.vsd

If you have additional questions about why we charge a replacement fee, please speak to a Circulation Supervisor.