



PCC Library Replacement Costs for Lost/Damaged Items

A. REPLACEMENT FEE

1. Check **price in the item record** under "Item Details" in the Voyager Circulation Module. This is the replacement price to charge the patron **plus a \$10.00 processing fee**. When the item plus processing fee is paid, all **overdue fines are waived**.
2. If the book **does not have a price listed**, the following **default price** is charged:

Books	\$25.00 + processing fee
ART Books (call #'s 700 - 779)	Charge price in the item record + processing fee. If no price in Voyager, check MARC record, then Books In Print. <u>Do not charge default book price unless not in MARC or BIP.</u>
Books with Disks/CD ROMS	\$35.00 + processing fee
Computer Disks or CD ROMS only	\$10.00 + processing fee
Cassettes	<u>Whole Set Lost</u> : Charge price in MARC record for set + one \$10 processing fee. If no price in record, contact Acquisitions for price. <u>Individual Tape Lost from Set</u> : Charge \$10.00 for the tape + processing fee. <u>Individual Tape Lost (Not from Set)</u> : Charge price in item record + \$10.00 processing fee. If no price in item record, charge \$10.00 default price + processing fee.
Videocassettes	\$25.00 + processing fee
Telecourse/Math Videos & DVDs	\$10.00 + processing fee
Cassette Player and or Adapter	Charge the replacement price + processing fee. Contact Jennifer Cooper for price.
Paperbacks - uncataloged (with a PB on the spine)	\$5.00 + processing fee
Paperbacks - cataloged (with a regular call number)	\$25.00 + processing fee
Magazines	\$5.00 + processing fee
Pamphlets	\$2.00 + processing fee
Instructor's Photocopies (of articles)	Charge \$5.00 <u>only</u> .
Instructor's Book	Supervisor will contact instructor for course of action.

B. IDENTICAL REPLACEMENT

Identical replacement or recent edition of lost item is acceptable in all instances plus \$10.00 processing fee. The item **MUST** be new and in very good shape.

C. REFUND OF REPLACEMENT FEE

When a patron returns a previously lost item within **one year** of date of payment, the replacement cost will be refunded, but not the processing fee. No refunds after one year.

D. RECEIPT

After receiving money for lost materials, Circulation will fill out a receipt. The receipt number and check number (if applicable) will be listed in the note field of the Posted Fine, Patron Record and also in the note field of the Item Record.

E. STOLEN

Forgive all fines if the patron has proof of theft or fire. The "proof" needs to be an official document such as a Police Report.

Revised: 5/29/02 , 5/4/2005, 5/22/2006, 9/15/2006