

Overdue & Lost Item Policy

It is the borrower's responsibility to return items by the due date. When an item becomes overdue, no overdue fee will be assessed, but the patron's account will be blocked from using library services that require a library account, including computer access and digital resources. Once an item is returned, the block will be lifted.

When items are 30 days overdue, they will be considered lost, and the patron will be mailed an overdue notice that lists replacement fees. After the written notification, patrons will have 30 days to return or replace the item. (See Code of Virginia § 42.1-74. **Failure to return book or other library property.**)

Patrons may replace lost items with purchased items if the items are in like-new condition and of the same or better construction as the lost item. At the discretion of the Library Director, a different title may be accepted as a substitute.

Patrons are requested to rewind videotapes before returning them and to return all audiovisual material inside the library rather than in the outside drop box.

Lost Fee Schedule

<i>Item Type</i>	<i>Lost Fee</i>
Magazine	\$5.00
Children's Hardback	\$30.00
Children's Paperback	\$15.00
Adult Hardback	\$30.00
Paperback (Mass Market)	\$10.00
Trade Paperback & Manga	\$15.00
DVD – 1 or 2 Disks	\$20.00
DVD – 3 or More Disks	\$50.00
VHS	\$20.00
Audiobooks	\$50.00
Music	\$20.00
Computer Software	\$30.00
Computer Games	\$30.00

If a borrower returns an item after the replacement costs have been paid or a replacement given to the library, the borrower may keep the lost item. No refunds will be given unless the replacement charge was made by a library error.

Amnesty Days

The Library Director may, at his/her discretion, announce an amnesty day for lost items no more than once per year.

Approved September 19, 2017