

GUIDELINES

The Albany County Public Library understands that books and media experience normal wear and tear as they are used. The library balances normal wear and tear against damages that might make the public reluctant to use the material. Readability is one consideration; appearance is another. These guidelines cover any material that the library checks out to the public. As regulated by state statute, all damaged and withdrawn materials remain the property of the library.

Fees for damaged materials will be charged when the condition of an item makes it unsuitable to be returned to the collection.

Patrons are discouraged from replacing a damaged or lost item with an item purchased personally. Any request to do so must be cleared by the librarian in charge of the collection. In most cases the librarians order materials through a specialized vendor and receive library discounts. For out of print items, the librarian in charge of the collection will determine a fair value based on the type of material lost or damaged and select a similar replacement item. In most cases, the librarian will not try to locate an exact replacement for an out of print item.

As much as is reasonable and possible, the librarian follows these rules for purchasing replacements:

1. If the book was library sewn binding, the replacement is a library sewn binding.
 2. A hardback replaces a hardback; a paperback replaces a paperback. A book club edition does not replace a standard edition.
 3. The title is the same. If the item is out of print, the librarian selects a similar item that benefits the overall collection.
 4. The most current edition of an updated book will replace an earlier edition.
- Anything not covered on this list is referred to the librarian in charge of the collection.

NORMAL WEAR & TEAR

Normal wear and tear or minor damage is to be expected as items circulate. This includes:

- book falling from spine
- frayed edges
- tears on spine channel
- AV bags or plastic cassette pouch replacement
- CD, DVD, video or cassette case replacement
- endpapers marked
- magazine back cover or insert missing
- loose contact paper or spines
- torn plastic covers
- missing barcodes or labels

- paper dust jacket torn/marked
- plastic jackets torn/marked/missing
- pocket torn/marked/missing
- pages torn

DAMAGE REQUIRING WITHDRAWAL

Examples of major damage that require withdrawal of materials:

- animal chews
- liquid damage
- pages stuck together
- extensive marking/comments
- pages marked/burned/missing
- swollen/mildewed/odoriferous

Examples of items that would be withdrawn if parts cannot be replaced:

- Books that are missing accompanying cassette, CD or DVD when those items cannot be replaced. In this case a new item must be purchased, even though the remaining parts are not damaged.
- CDs or DVDs that are missing accompanying instruction or informational booklets when those items cannot be replaced. Booklets are needed to add value to the item.

FEES

Faxes:

Incoming \$.50/page

Outgoing

Within US: First page \$2. Each additional page \$1

Outside US: First page \$4. Each additional page \$2

Photocopies/Printing:

\$ 0.10 for printer copies from Internet/word processing/catalog

\$ 0.10 for letter and legal photocopies

\$ 0.20 for ledger photocopies

\$ 0.25 for microfilm copies

\$ 0.25 for color printer copies

Patron cards:

First/upgraded card -- FREE

Replacements -- \$1

FINES

Overdues:

No fines are charged

Notices are sent the 1st, 7th, and 21st day the item is overdue

Patrons are turned over to the Collection Agency and billed for the replacement fee and collection agency fee

Users owe the collection agency fee even if materials are returned in good condition

Processing Fee:

Charged for time spent ordering & processing the replaced item.

\$5 for each lost or damaged item

Damaged or Lost

Patrons will pay the current cost, according to our supplier, of a damaged or lost item PLUS the processing fee