



Damaged Books Policy

Title: Damaged Books Policy

Policy: The Bishop Reverdy C. Ransom Memorial Library will not be responsible for replacing returned books incurring damage during patron loan period. Damage includes loss, physical damage caused by unusual wear, and theft. It is the borrower's (student) responsibility to visually inspect the book when it is checked out. If the borrower sees that the book is damaged, they should immediately bring it to the attention of the staff person checking it out to them. The staff person will note the damage so that the borrower will not be charged for it. The borrower bears full responsibility for damage to the book due to neglect, abuse, loss or physical damage.

Procedure:

A fine, depending upon the amount of damage, shall be imposed and collected for library materials returned in damaged condition or reported lost by OhioLINK and other library consortium partners who provide lending privileges to the Payne Theological Seminary Community. The loss of or damage to any book shall be paid by the person to whom such book is charged. If it is determined that the item is damaged beyond repair, the fine imposed shall be \$125.00 and will be documented in the Sierra Interlibrary Loan Module, on students OhioLINK account, and Payne Theological Seminary student financial aid account.

All fines and fees for lost, late, or damaged items must be paid with cash or check with memo line to read "Reverdy C. Ransom Library Damaged Book Fee". A patron determined to have damaged or lost a book can contact the lending library directly to determine if a replacement can be purchased in lieu of the fine. In case a borrower's home has been damaged by fire or flood, and such incident is properly documented, he is not required to pay for library books lost or damaged in the disaster. If library materials are stolen from a borrower's home or automobile, the borrower will not be held responsible for the items provided a copy of the police report is submitted to the library. Materials should be examined for mutilations, etc., at the time of withdrawal, for the last borrower shall be held responsible.