

Replacement Charges for Lost and Damaged items

- Where items have been lost or damaged the customer will be charged the full replacement cost plus an administrative fee of £3.00 per item. (Equivalent items may be accepted at the manager's discretion).
- No fines will be charged for items replaced or paid for.
- If the item price is not available on Talis, consult the table below.
- If an item is returned once it is paid for and meets the stock standards a full refund less £3.00 (admin) should be given.

| Item | Price |
|---|---|
| Adult Fiction Hardback | £20.00 |
| Adult Fiction Paperback (excluding romance) | £7.00 |
| Romance | £3.00 |
| Adult Non Fiction Hardback | £20.00 |
| Adult Non Fiction Paperback | £12.00 |
| All Children's | £5.00 |
| Asian Language | £10.00 |
| Talking Books | £5.00 per tape/CD, maximum £60 |
| Story Tapes | £5.00 per tape |
| DVD | £20.00 |
| Videos | £15.00 single tape £20.00 2 or more |
| CDs | £12.00 single CD £16.00 2 or more £20.00 box sets |

Any other items e.g. Open Learning, expensive art books, DVD series collections will be individually assessed by a senior member of staff or LSS Database Services staff.

Binding Charges

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|---------------------------------|-------------------------|
| Adult non fiction | £5 plus £1 admin charge |
| Adult fiction | £3 plus £1 admin charge |
| Children's books | £3 plus £1 admin charge |
| Asian language | £3 plus £1 admin charge |
| Audio Language boxes or wallets | £1 plus £1 admin charge |
| CD cases | £1 |
| Video boxes | £1 |
| DVD boxes | £1 |
| Talking books boxes | £3 |

Charges for slight damage

In case of slight damage, e.g. to jackets or individual pages, or loss of/damage to, CD, video, DVD cases a nominal charge of £1 is made. Children, schools, playgroups, childminders etc are not charged for accidental wear and tear – this is expected in normal use.

Books from other library authorities

Where books have been borrowed from the British Library, their minimum charge for loss or damage, current at March 2007, is £116.36, including VAT. Although other libraries may charge less; a similar charge is made if a book is overdue, and this is only partially refunded when the book is returned.

These charges are passed onto the customer