

MORE guidelines for damaged item billing

Effective October 17, 2022

Damage Type	New Items <i>10 circs or fewer: item's TOT CHKOUT value is 1-10</i>	Old Items <i>11 circs or more: item's TOT CHKOUT value is 11+ OR item is 3 years old or more: item's Created date is 3 years or more in the past</i>
Mold	Potentially chargeable	Potentially chargeable
Suspected biological matter/food	Potentially chargeable	Potentially chargeable
Chew marks	Potentially chargeable	Potentially chargeable
Water damage	Potentially chargeable	Not chargeable
Colored liquid	Potentially chargeable	Not chargeable
Stains	Potentially chargeable	Not chargeable
Writing	Potentially chargeable	Potentially chargeable
Torn pages, 2" inches or more	Potentially chargeable	Potentially chargeable
Torn pages, 2" inches or less	Not chargeable	Not chargeable
Binding	Not chargeable	Not chargeable
Library Labels (barcodes, RFID tags, spine labels, etc.)	Potentially chargeable	Potentially chargeable
Non-functioning items	Potentially chargeable	Potentially chargeable
Disc damage (scratches, etc.)	Not chargeable	Not chargeable
Disc broken	Potentially chargeable	Not chargeable
Locking Case Damage	Potentially chargeable	Potentially chargeable
Non-locking case damage	Not chargeable	Not chargeable