**REPLACEMENTS AND REFUNDS FOR DAMAGED/LOST MATERIALS POLICY**

Library users who misplace or damage library materials owned by Ida Public Library or affiliate libraries will be charged for the replacement cost of the item plus a processing fee determined by the library owning the material.

The Ida Public Library accepts replacements for damaged or lost items belonging to Ida Public Library on a case-by-case basis. Managerial approval is required to accept replacement copies of damaged or lost items before the replacement is brought into the library.

The Ida Public Library does not issue refunds for materials paid for by patrons.

If a patron pays for a lost item and subsequently finds the item, the item is the property of the patron who paid for it. The patron has the option of keeping the item or donating it back to the Library.