



Reading at the Rock Library
read. connect. inspire.

Damaged Library Materials Policy

It is highly recommended that patrons point out suspected damage to library personnel at the time of check-out.

Damaged Copies

Patrons are not responsible for normal wear and tear on library materials. However, the following conditions do not constitute normal wear:

- Wet or moldy books
- Books damaged by food stains, oily or sticky residue
- Books missing pages or covers
- Books containing markings by pencil, ink, crayon, etc.
- Books showing tears, cuts, graffiti, or other unusual damage

Repair and Replacement Costs

If a book can be repaired, a volunteer trained in book repair will do this (other volunteers: put a note in the book and set it aside to be repaired).

If a book cannot be repaired, the patron will be encouraged to purchase a new or used book in very good condition or better and donate it to Reading at the Rock Library. Make a note on their circulation form. If this is a recurring issue, stronger steps may be taken, including revoking their borrowing privileges.