



## **UNIVERSITY LIBRARY REPLACEMENT AND DAMAGE POLICY**

Borrowers are responsible for all library materials checked out to their accounts, including materials that have been lost, stolen, or damaged. Borrowers will be billed for the cost of replacing the material, plus the cost of processing the material. The replacement and processing fees are in addition to any fines that may have accrued. Books are automatically declared lost after 28 days overdue; media is declared lost after 28 days overdue; equipment varies from 2-10 days overdue.

**Replacements of library materials purchased by the borrower will not be accepted.**

The library reserves the right to assess and declare the condition of all returned library materials. Library staff will assess damage to the materials and determine replacement cost. Damage fees may vary, depending on the extent of damage, up to the full replacement cost of the item.

Refund vouchers will only be issued for books that are found and returned within 6 months after replacement and processing fees are paid. Overdue fees are not refundable.

Borrowers should contact the User Services & Technology Support Desk if they have any questions. [libcirc@gsu.edu](mailto:libcirc@gsu.edu) or 404-413-2820.