



LOST OR DAMAGED ITEMS POLICY

Borrowers are responsible for library items checked out to their accounts, including items that have been lost, stolen, or damaged. Notification of overdue or lost material is sent via email to the borrower's email on file, which is the gsu.edu email address for GSU students, faculty, and staff. Failure to receive or read a notice does not free the borrower of responsibilities.

Replacements of library materials or equipment purchased by the borrower are not accepted.

Lost item fees are assessed when the library or borrower declares an item lost. Books and media are declared lost after 28 days overdue and equipment and course reserves are declared lost after 7 days overdue.

The library reserves the right to assess and declare the condition of returned items. Damage includes, but is not necessarily limited to, items that are wet, moldy, stained, cracked, broken, or mutilated. This includes materials with missing pages, markings, highlighting, handwriting, or any other damage that affects the continued use of the item. Damaged item fees will vary depending on the extent of the damage.

For students, library fees are transferred to the Office of Student Accounts for payment. Borrowers may be eligible for a credit if the lost item is returned in good condition. Checks or money orders made payable to Georgia State University Library are accepted for borrowers without a student account.