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PUBLIC SERVICES  
CIRCULATION OF LIBRARY MATERIALS  
LOST ITEM REFUNDS

Books and other library materials that have been **lost and paid for** by patrons are removed from OCLC and the Library's public access catalog (PAC). If the item is located by the patron within 30 days after payment is made, a refund may be requested by the patron. All refunds are processed through the business office generally within two weeks. 75% of the item cost will be refunded to the patron. Fines and processing fees will not be refunded.

If a patron chooses to replace the title by purchasing a copy for the Library, the Library has the right to refuse the replacement title. If the Library does accept the replacement, fines and fees will not be refunded.