

LEACH PUBLIC LIBRARY
RETURN OF LOST ITEM POLICY

If a patron loses an item and pays the replacement cost and such patron finds the item **within 90 days**, such patron may receive a refund. The refund will amount to the replacement cost paid minus a 5% service charge.

A refund will not be given if:

- The time frame is over 90 days
- The library has purchased a replacement copy of item
- The item is not in good condition (discretion of the Librarian)

Date Paid _____

Received from _____ an
amount of _____ as payment of a lost item. (Cash Check)

Staff Member _____

As the Patron, I have read the above policy for returned lost items and understand the guidelines stated in it.

Patron _____

Staff—Make a copy and give to patron, retain the original in the file.