

Damaged and Lost Materials

Patrons are responsible for all materials checked out, and are liable for the damages that may occur to Library materials whether they are owned by the Blue Island Public Library or any other Library.

Under no circumstances shall the Library accept replacement copies for lost or damaged materials.

Patrons will be charged the cost of repair for an item that has been damaged while on loan to, or in use by the patron. Technical Services staff members will determine repair cost. If it cannot be repaired, the item will be replaced at a cost for the fines, if applicable, and a \$5.00 processing fee to order, catalog, process, and prepare the item for circulation.

The Library will not issue refunds to patrons for lost materials after six (6) months from the date on which the patron paid for the lost materials. This will be noted on the receipt slip as: "No refunds after 6 months."

Books: The retail price of item will be charged in addition to the accumulated fine and a \$5.00 processing fee. Accumulated fines shall not exceed the cost of the book.

Audio-visual materials: The retail price will be used to determine the cost in addition to the accumulated fine and a \$5.00 processing fee. The accumulated fines shall not exceed the cost of the item.

Magazines: A \$5.00 processing fee.

Disclaimer for Audio/Video Equipment

The Blue Island Public Library is not responsible for damage to equipment caused by use of any of its audio-visual materials checked out by a patron.

Disclaimer for CD-Rom and Computer Disks

The Blue Island Public Library accepts no responsibility for damage to personal computer equipment or software caused by use of library materials. Library patrons are advised that some CD-ROM products, during installation or use, automatically load software or alter existing software. You should be aware that this software will remain on your computer unless specifically deleted and you should note the directory in which it is installed. You may wish to back up system and other files before using the CD-ROM or computer software. Manuals or Instruction sheets written by the software publisher accompany each CD-ROM and computer disk.

The Library does not provide technical assistance for hardware or software due to the variety of system configurations. Some retailers and publishers provide telephone and other support for troubleshooting.

The Library does not scan disks for viruses.