

SCHEDULE OF CHARGES FOR DAMAGE

CATEGORY AND CRITERIA	<u>Minor Damage</u>	<u>Moderate Damage:</u> Detailed staff work required repairing item; long-term usability and attractiveness of item is reduced.	<u>Serious Damage</u> Damage will require significant staff time and materials to repair, or will need to be rebound in order to be returned to usability.	<u>Unsalvageable:</u> Damage cannot be repaired with reasonable cost, if at all.
EXAMPLES	Barcode or pocket requires replacing; pen, pencil, crayon, etc. that does not impede use of text; plastic cover needs replacing.	Damage to significant pages of a book, e.g., parts of pages torn off, limited water damage, etc.	Extensive water damage to major portion of book; cover has been damaged to the point of needing replacing, e.g. from chewing, being left on a burner, warped or mildewed from being left in a damp area, etc.	Cover and pages are badly warped; pages have been shredded; CD/DVD, scratched, broken and irreparable.
RANGE OF CHARGES	\$1.50 for barcode or similar minor damage up to \$2.00 for replacing plastic cover	\$3.00 for significant damage to several pages.	\$3.00 to ½ the price of the item.	Full cost of replacement plus any processing charges

Incline toward lower charges ← ----- **BACKGROUND CRITERIA** ----- → Incline toward high charges

Older ← ----- Age of Item ----- → Newer
 Significant ← ----- Pre-existing Condition ----- → Minimal
 Minimal ← ----- Resources to Repair ----- → Significant
 Significant ← ----- Future Usability ----- → Minimal

Adopted: 2/28/2011
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