

Replacement Fees for Lost or Damaged Materials

Patrons who have lost library materials, or returned them in a condition considered by the staff to be unsuitable for further circulation, must pay for them. The library will use the price listed in the library's catalog. This price includes a processing charge of \$5.00. The library will accept cash (for our items only), money orders or checks made payable to the Town of Southwick. Patrons may use the online C/W Mars catalog to make credit card payments. The library may accept replacement copies for lost or damaged items (items must be in new condition) at the discretion of the Library Director. Patrons will need prior approval from the Library Director if they wish to provide a replacement copy.