

### General Collection Books – Lost or Damaged Fees

- You will be charged a \$75 replacement fee plus a \$15 processing fee\* for each item when it is 41 days overdue. You may provide *an acceptable replacement copy* in lieu of the \$75 replacement fee.
- Fees can be paid via [My Library Account](#) or with a check payable to CSUSB Libraries.
- Unreturned items and unpaid fees will prevent you from requesting and checking out additional material and may affect your ability to register for classes.

### Criteria for acceptable replacement copies

An acceptable replacement book should be identical to the one lost or damaged. It should be the same edition, have the same binding and be new or in nearly new condition. Such books will be accepted immediately as a replacement by full-time Access Services staff.

It may not always be possible to obtain an identical book, replacement books not meeting the above criteria will be considered by the Collection Development Librarian. The patron will be notified within 7 days of submitting such a book if it is acceptable. If it is, a patron's fines will be reduced by the amount of the replacement cost. If it is not acceptable, the fines and fees will remain unchanged, and the book will be returned to the patron. CSUSB Libraries reserve the right to refuse a book it believes cannot function as a useful replacement for the lost book for any reason. At a minimum, a patron seeking to obtain a replacement book should be aware that all of the following minimum criteria must be met.

- Condition:
  - Must be structurally sound with pages intact
  - Pages must not be yellowed or brittle
  - Must have no markings or highlights
- Edition:
  - Must be the same edition or newer edition as the lost book.
  - If applicable, the replacement book must have the same translator and illustrator as the lost one.

\*The \$15 processing fee covers time and materials related to lost materials and preparing replacement copies for lending.