

## Missouri Evergreen Damaged Items Best Practices Guidelines

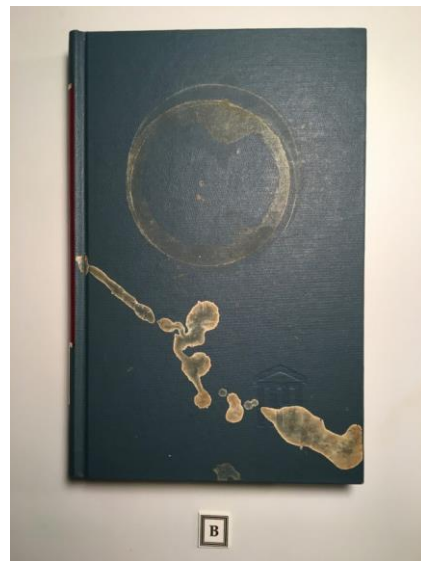
01/24/2022

Borrowers are not charged for normal wear and tear\* on library materials. However, the following conditions do not constitute normal wear and tear and may result in repair or replacement charges.

Wet or moldy materials



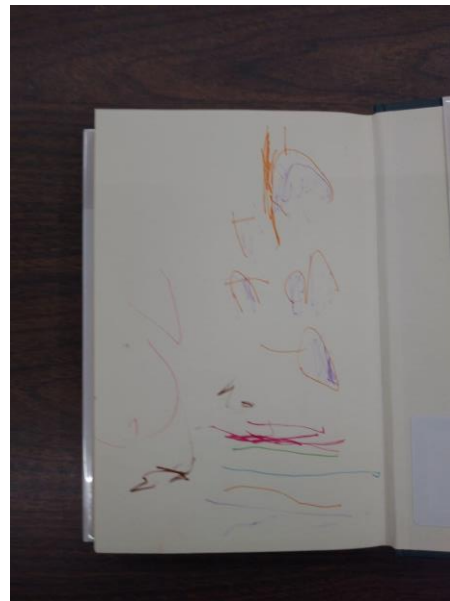
Materials damaged by food or chemicals or that have an oily or sticky residue



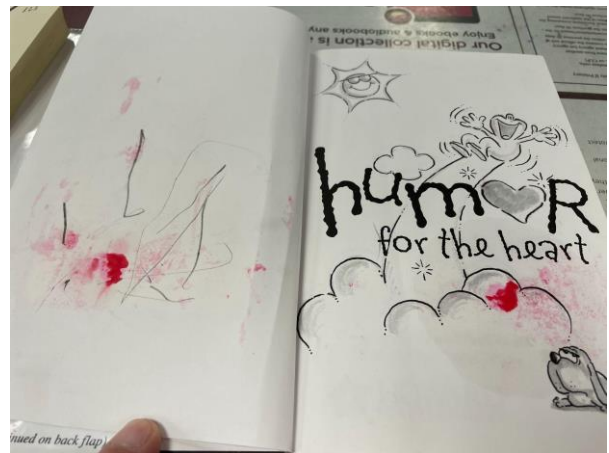
Materials missing pages or covers



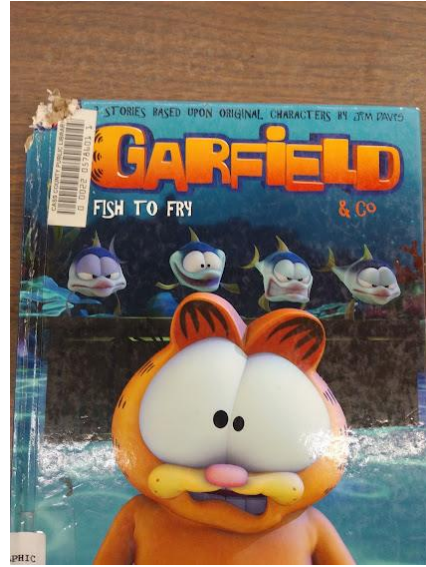
Materials containing marking by pencil, ink or highlight marker



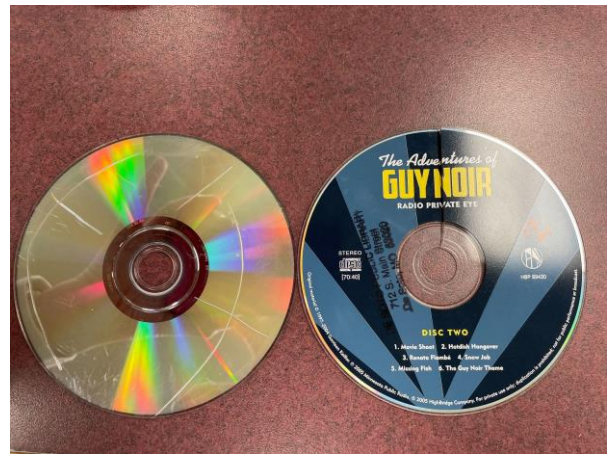
Materials showing tears, cuts, graffiti or other unusual damage



Materials showing insect or animal damage



Broken or missing equipment



\*Examples of normal wear and tear or minor damage that is to be expected as items circulate. These may include:

- Book falling from spine, loose spine, or loose pages
- Frayed edges
- Tears on spine
- Magazine back cover or insert missing
- Torn plastic covers
- Smudges