

## CP011 – Waroona Public Library

### 1. Intention

To provide guidance on the recovery of lost books from stock within the Waroona Public Library.

### 2. Scope

This policy applies only to the Waroona Public Library.

### 3. Statement

1. Lost Stock - Charge for lost books and other borrowed items shall be levied after two (2) unsuccessful attempts to recover such lost stock by written correspondence.

Minimum charge \$20 per lost item or combination of lost items.

2. Customers who have been subject to two (2) unsuccessful recovery attempts as in (ii) above may be restricted from the borrowing of further stock until the return of the overdue stock is complete.

### 4. Legislative and Strategic Context

The *Library Board of Western Australia Act 1951*, *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

### 5. Review

This policy is to be reviewed as required.

### 6. Associated Documents

Nil.

<b>Division</b>	Community				
<b>Policy Number</b>	CP011				
<b>Contact Officer</b>	Manager Corporate Services				
<b>Related Legislation</b>	Library Board of Western Australia Act 1951 Library Board (Registered Public Libraries) Regulations 1985 Local Government Act 1995				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	As required	<b>Next Review</b>	When required
<b>Date Adopted</b>	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
22/11/2011	Updated as part of major review.	OCM11/11/143
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071

Previous Policies
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COM011 – Waroona Public Library 2.39 – Waroona Public Library
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