



# Billable Damage Guidelines

V-Cat Libraries are encouraged to use these guidelines as part of the V-Cat Damaged and Missing Pieces Guideline to determine whether an item’s damage is potentially chargeable, or not chargeable. If damage qualifies as “not chargeable,” owning libraries will not charge checkout libraries, or bill other library’s patrons for this damage.

## New Items

10 circs or fewer: item’s TOT CHKOUT value is 1-10  
**OR**  
 Item is less than 3 years old  
 (Item’s Created date is less than 3 years ago)

## Old Items

11 circs or more: item’s TOT CHKOUT value is 11+  
**AND**  
 item is 3 years old or more  
 (item’s Created date is 3 years or more in the past)

### New - Potentially Chargeable

- Mold
- Suspected biological matter/food
- Chew marks
- Torn pages, 2” inches or more
- Writing
- Non-functioning items
- Library Labels  
(barcodes, RFID tags, spine labels, etc.)
- Disc broken
- Locking Case Damage
  
- Water damage
- Colored liquid
- Stains

### Old - Potentially Chargeable

- Mold
- Suspected biological matter/food
- Chew marks
- Torn pages, 2” inches or more
- Writing
- Non-functioning items
- Library Labels  
(barcodes, RFID tags, spine labels, etc.)
- Disc broken
- Locking Case Damage

### New - Not Chargeable

- Binding
- Torn pages, under 2” inches
- Disc damage (scratches, etc.)
- Non-locking case damage

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- Water damage
- Colored liquid
- Stains
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- Binding
- Torn pages, under 2” inches
- Disc damage (scratches, etc.)
- Non-locking case damage