



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

- (a) Lost Stock – Charge for lost books and other borrowed items shall be levied after two (2) unsuccessful attempts to recover such lost stock by SMS notification or written correspondence.
- (b) Unrecovered lost items will be charged at a minimum charge as determined by the current Shire of Waroona Fees and Charges schedule.
- (c) Customers who have been subject to two (2) unsuccessful recovery attempts as in (a) above will be restricted from the borrowing of further stock until the return of the overdue stock or payment of the charged unrecovered items as detailed in (b) 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.

7. Document Control

Division	Community
Policy Number	CP011
Contact Officer	Director Customer & Development Services
Related Legislation	Library Board of Western Australia Act 1951 Library Board (Registered Public Libraries) Regulations 1985 Local Government Act 1995

Related Shire Documents	Nil.		
File Number	FM.12 – Financial Management - Fees and Charges		
Risk Rating	Low	Review Frequency	As required.
Next Review	When required.	Date Adopted	22/06/2021
OCM Number	OCM21/06/071		

8. Previous Policy No's.

Policy No.	Title
COM011	Waroona Public Library
2.39	Waroona Public Library

9. Amendments

Date	Details of Amendment	Reference	Record Number
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	
24/06/2025	Reviewed and updated unrecovered lost item process and fee information	OCM25/06/090	FM.12, CM.7