

## Distinguishing between Major Damage and Normal Wear and Tear

Any definition of what constitutes a “damaged” item is subjective and should be left to the judgement of the library manager in charge of the collection. This document is intended to provide some general guidelines.

### Normal Wear and Tear or Minor Damage:

Normal wear and tear or minor damage is expected. Items with minor damage can be left in the collection to continue to circulate until the wear and tear accumulates to the point where the material would be weeded from the collection. Patrons are not charged for normal wear and tear on library materials.

#### Normal wear and tear includes:

- Book spine damaged as a result of being dropped, loose spine, or loose pages
- Frayed edges, dog eared pages
- Tears on spine channel
- Torn plastic covers
- Paper dust jacket torn/marked/missing
- Plastic jackets torn/marked/missing
- Occasional torn page (text intact or page easily repaired)
- Minor marking of the book and/or pencil marks.

### Major Damage:

Major Damage is damage that requires the immediate withdrawal of materials.

#### Major damage includes:

- Teeth and/or claw marks
- Liquid damage and/or swollen pages
- Food stains, blood, mucus, oily or sticky residue
- Pages stuck together
- Extensive marking/highlighting that cannot be removed
- Pages and/or covers stained, burned or missing (torn or cut)
- Mildewed or smelly
- Broken or irreparable scratches on disks.
- AV materials that have been melted or smashed
- Missing components, when those items cannot be replaced, even though the remaining parts are not damaged.
- Other unusual damage