

Hopkinton Public Library
Loan Period and Fine Policy

	Loan Period	Fine/day /item	Maximum Fine	Renewable?
Books	3 weeks	10 cents	\$3.00	Yes
Books on CD/tape Music CDs	3 weeks	10 cents	\$3.00	Yes
DVDs VHS	1 week	\$1	\$5.00	Yes
Magazines	1 week	10 cents	\$3.00	Yes

\$5.00 to replace a library card Borrower is responsible for lost or damaged items Fines must be paid before borrowing more items.

Borrowers must present their cards when checking out library materials.
Borrowers may not use the card of others not present.

E-mail Notices

- A courtesy e-mail notification is sent two days before the due dates of item/items.
- Overdue notice - The first overdue notice will be sent to the most recent e-mail address listed in the library records of patron accounts when borrowed material/materials are 2 weeks overdue.
- Billed items - If the materials are not returned within 4 weeks from the date of the first notice, a bill will be sent to patrons via e-mail. This is a bill to replace the borrowed item/items.
 - If the borrowed item/items are returned, patrons need to pay only the overdue fines and the billed amount will be removed from the patron account.

Suspended Library Privileges: Failure to return the item/items borrowed within seven (7) working days of the date of 2nd notice, borrowing privileges of the library card holder will be suspended until the situation is resolved.