

**Hopkinton Town Library
61 Houston Drive
Contoocook, NH 03229**

POLICY ON LOST OR DAMAGED LIBRARY MATERIALS

If a patron loses or damages an item from the library's collection they will be charged the replacement cost as listed on the item's record in Apollo.

We DO NOT as a rule offer patrons the option of purchasing their own replacement copies. The library will purchase necessary replacement copies with the correct ISBN, if possible, and in acceptable condition.

If payment is not received, the patron's borrowing privileges will be put on hold.

If a patron continues to maintain that an item has been returned, but cannot be found, the library will err on the side of believing the patron and borrowing privileges will be restored. A note regarding the situation will be placed on the patron's record.

July 27, 2011
Policy reviewed and adopted by Board of Trustees January 2016;
Revised 10/28/20