

Bibliomation Notices

What do they mean and when are they are sent?

Courtesy Reminder

A reminder that an item you borrowed is coming due soon.

Sent: 3 days *prior* to due date

1st Overdue Reminder

An item you have borrowed is two weeks overdue.

Sent: 2 weeks after due date

2nd Overdue Reminder

An item you have borrowed is three weeks overdue.

Sent: 3 weeks after due date

Bill (Final Overdue Notice)

An item you have borrowed is four weeks overdue.

Library privileges will be suspended if the item is not returned or replaced within one week of the bill date. If an item is lost, contact us to discuss replacement options.

Sent: 4 weeks after due date

All items must be returned to the **outside** book drop.

Items sit in quarantine for at least twenty-four hours before they are checked in and removed from your account. **WE DO NOT CHARGE LATE FEES FOR THE QUARANTINE PERIOD.** Please give us at least one week before alerting us to any fines that still appear on your account.

Bentley Memorial Library
860-646-7349 | bentley@biblio.org
town.boltonct.org/library | facebook.com/BentleyLib

July 19, 2021