

**Fines Policy**  
**Sutton Free Public Library**

The Sutton Public Library charges overdue fines only on Museum Passes, Library of Things items, and Hotspots. Materials from other libraries, even if checked out at the Sutton Public Library, may be subject to overdue fines that are determined by the lending library.

Items that are eligible to be renewed will automatically renew once on the due date if your library account is in good standing. If you have an email address on file, you will be notified of the renewals with an email notification. Patrons can also log in to their account to view the status of all borrowed items. After an item is two weeks overdue, an e-mail reminder is sent to the borrower. A bill for replacement cost is sent when an item is four weeks overdue.

Payments for all fines and fees can be made in the following ways:

By check or money order (ask us how to make out the check for each owning library) or by cash at either the Sutton Public Library or any other library in the CW MARS system, by debit or credit card through your online library account. If you have trouble logging on to your account, please call the library for assistance at 508-865-8752.

Payment for lost items must be made in full, no partial payments may be applied to a lost item bill.

Borrowing privileges will be suspended for cardholders with fines and fees totaling \$10 or more.

Exact new copies may be accepted in place of lost or damaged items belonging to Sutton Public Library at the discretion of the Youth Services Librarian or the Library Director. If you have lost or damaged an item owned by another library, please contact us or that library to find out if they will accept replacement copies in lieu of payment.

Once the Library receives payment for a lost item, the item becomes the property of the patron. The Library cannot accept the return of or provide refunds or credits for lost materials if they are found after payment of replacement charges has been made.

Approved by the Board of Library Trustees, June 16, 2021