

Holbrook Public Library's Borrowing Policy

All patrons may apply for a library card at the Circulation Desk. Photo identification with the applicant's current address is required in order to receive a card. Patrons do not need to be a resident of Holbrook to apply for a card. Children must have their legal guardian, who can provide their signature and proof of residency.

At staff's discretion, children 12 and older may be issued a card using valid school documents or school issued technology as identification.

A Holbrook Public Library card, if in good standing, can be used at any library within the Old Colony Library Network.

There is no replacement fee for lost cards.

At staff's discretion, patrons may use a photo ID or some other means of identification to borrow materials without their card.

There are no limits on the amounts of materials a patron may borrow.

Loan Periods

Three week loan items:

- Books
- Magazines
- Audiobooks
- CDs
- Book/CD Kits
- DVDs
- Videogames

Two-week loan items:

- Library of Things

One-week loan items:

- Lucky Day titles

One-day loan items:

- Returnable museum passes

Renewing

All materials automatically renew three days prior to their due date. They may also renew over the phone, online, or in person. Items which have a hold on them or that have exceeded the renewal limit may not be renewed.

All items receive up to two renewals with the exception of Museum passes, Lucky Days, and Library of Things.

Overdue Fines

The Holbrook Public Library does not charge daily fines on our own items, but if patrons request items from other libraries, they are subject to their fine policies.

We do not refund money if you find a lost book for which you have already paid.

Lost or Damaged Items

If a patron damages or loses an item, they must pay for a replacement. Any copy purchased as a replacement must be preapproved by the Borrower Services Manager or Collection Manager.

A library card will become blocked for fees totalling more than \$15. An account balance must remain below \$15 to retain borrowing privileges.

The Library accepts canned goods in lieu of payment at a total of \$5 per can, and up to 4 cans for one material. All food items must be nonperishable and within date. For example, if a patron loses a \$20 book, four canned goods may be donated to eliminate the fee. If using canned goods to negate the charges for more than one item, prior approval is needed from either the Borrower Services Manager or the Collections Manager.

Approved by the Holbrook Public Library Board of Trustees on: 9/15/2025

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