

The Incredibly Overdue Book

(What to Do When the Book Is Gone)



A *Library Survival Sheet*
from the Hopkinton High School & Hopkinton Middle School Library

What you borrow, you must return. And for those few occasions when you simply can't—perhaps it's lost, or eaten by goats, or left on a beach in Aruba—here is how to clear up your Library record and restore your good name.

Book

- replace it with another copy—try used book stores or flea markets, and remember that replacements must be in good shape, with *no mildew*
- pay the school the estimated cost to buy a new copy—see the chart at the end for specifics

Magazine

- replace it with another copy (of the same issue that you borrowed)—try friends and relations, doctor's offices, etc.
- pay the school the cover price

Map

- replace it with another copy—almost any road map is for sale at Borders, topo maps may be had at Gibson's, and you can sometimes get copies of *National Geographic* maps at used book stores
- pay the school the estimated cost to buy a new copy—see the chart at the end for specifics

Blank Video or Audio Tape

- replace it with a new one of equal or better quality
- pay the school the estimated cost to buy a new copy—see the chart at the end for specifics

Media (Commercially Produced DVD, CD, VHS, Etc.)

- replace it with another copy—the Librarian will have catalogs & order forms
- pay the school the actual replacement cost—see the Librarian for specifics

Library Material Replacement Charges

Rev 11/01

Item	\$\$\$	Item	\$\$\$
book—fiction	\$17.00	map	\$4.00
book—reference	actual \$	blank videotape	4.00
book—nonfiction	22.00	blank audio tape	2.00
book—paperback	7.00	other media	actual \$
magazine	cover \$		

Frequently Asked Questions

What if I don't remember taking the book out in the first place?

Come and talk to the Librarian about it. For some things, we will have a signature to jog your memory. And if we've made a mistake, it's important to straighten things out.

What if I'm *positive* I returned it already?

By the time you get a bill (usually in place of a report card) we have made a double-check of the shelves. But come in and talk to the Librarian anyway. Perhaps we can figure out what went wrong.

Why do I have to replace it at all?

Because it's the right thing to do. And because we all have an obligation to preserve the resources the Town provides.

Why can't I pay whatever the book cost when the Library bought it?

Let's say you lost the Library's hardback copy of *Gone With the Wind*, which we bought in the early 1970s for \$6.95. Since Scribner sells that book today for \$27.00, we wouldn't be able to get another one if you only made up the original cost.

Why does the chart list an estimated cost, instead of the actual price?

It's not always possible to get a current price for a lost item. (Federal tax codes actually encourage publishers to take their books "out of print" within a year of publication.) We've set what we think are realistic, average prices. But if you can show us the actual, current price, and would rather use it, that's fine.

What if I find the book later?

If you replaced it, we'll give you back the replacement copy. If you paid for it, you'll get a full refund.

How should I make out the check?

Make it out to Hopkinton High School, and please put "lost library book" on the memo line.

What happens to the money?

About 25 items are paid for each year, most of which are replaced with new editions. If we can't find a good replacement, the money goes for other library materials.