

# 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

## 1<sup>st</sup> Overdue Reminder

An item you have borrowed is one week overdue.

Sent: One week after due date

## 2<sup>nd</sup> Overdue Reminder

An item you have borrowed is two weeks overdue.

Sent: Two weeks after due date

## Bill (Final Overdue Notice)

An item you have borrowed is three 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: Three weeks after due date

Bentley Memorial Library  
860-646-7349 | [bentley@biblio.org](mailto:bentley@biblio.org)  
[town.boltonct.org/library](http://town.boltonct.org/library) | [facebook.com/BentleyLib](https://facebook.com/BentleyLib)

March 30, 2022

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