Fines and Fees
A daily fine is charged for each item that is overdue.
- Children’s materials 20¢ per day
- Adult materials 25¢ per day

Exceptions:
- Binge Boxes, Blu-rays, Board Games, Book Groups to Go, Carly’s Bikes, Doll Kits, DVDs, Fishing Rods, Hot Spots, LEAP Kits, LSC Kits, Playaway Views, Video Games $2 per day
- Reference materials $15 per day

Maximum Overdue Fines
- Adult & Juvenile Magazines and Newspapers.
  - Juvenile: Books, Books with CDs, Compact Discs, LSC $5
  - Adult: Books, Audiobooks, Compact Discs, Playaway Views $8
- Doll Kits, Binge Boxes, Blu-rays, Board Games, Book Groups to Go, Carly’s Bikes, DVDs, Fishing Rods, Hot Spots, Playaway Views, LEAP Kits, LSC Kits, Video Games $25
- Reference materials $75
- A group of overdue materials on one card returned & paid at the same time within six months if not in collection status. $50
- Fines will not exceed the cost of the item.

Lost Materials
Cost of the item plus a $5 processing fee

Damaged Materials
Any item damaged beyond repair is handled as a lost item. If the item is repairable, $5 is charged. Damage to non-print material is assessed on an item-by-item basis. *The library is not responsible for personal equipment damaged by library materials.*

Lost or Damaged Barcode Label or RFID Tag
Label or tag on library materials. $1
Returned Check Fee $25

Copies & Printing
25¢ per page
When printing from a library computer, print jobs are stored in our system for 24 hours. When using the mobile print service, mobile print jobs are stored in our system for 48 hours.

Faxing Service
The library faxes answers to information questions for 25¢ per page.

The library provides faxing service to the public. The fee for local calls is $1.50 per page and the fee for long distance calls is $2 per page.

Supplies
Earbuds, flash drives, and reusable shopping bags are available for purchase.

Test Proctoring
$25 for the first test and $5 for each additional test proctored on the same date. Faxes related to test proctoring are 25¢ per page for county residents or $3 per page for non-county residents.

Overdue Notification
Customers receive a computer-generated email, text or phone call when materials are 7 days overdue and again at 14 days if the item remains overdue. A message is left if a phone call is answered by an answering machine.

For materials which are still overdue after 30 days, or for fines and fees which remain unpaid, the library sends a written final bill. The customer has 14 days to return the materials and pay all outstanding fines and fees. If the customer owes $25 or more and has not cleared his or her record, the account is forwarded to a collection agency. A $10 non-refundable fee is added to the account.

Call QuikChek at 410-273-5683 or 410-638-3151 for access to your library account or click “Review My Account” at HCPLonline.org
Library Card Replacement Fee
Juvenile Card: $1  Adult Card: $2

Cards Blocked From Use
The computer blocks a card if the customer owes accumulated fines and fees of $10 or more. A person may regain full borrowing privileges with 100% payment. Those who pay 50% or more may check out two books. Less than 50% payment results in suspension of borrowing privileges until the charges are reduced by 50%.

Customer Borrowing Age Requirements
A person must be 14 years or older to borrow adult entertainment DVDs.

Lost or Stolen Card
The borrower is responsible for reporting a lost or stolen card. If the card is not reported as lost or stolen, the borrower is responsible for the items checked out on the card.

PIN
A Personal Identification Number (PIN) enables customers to access their library card accounts online (HCPLonline.org), to view items charged, place requests, and renew most items. Customers may also access their accounts via telephone QuikChek at 410-273-5683 or 410-638-3151.

Registration Requirements
The first library card is free and available to all Maryland residents. There is no age limit. Photo identification is needed showing a current mailing address. A parent’s signature is required if the cardholder is under age 18. Customers who live outside of Maryland may obtain a library card for an annual fee of $10 for children up to age 18 and $30.00 for adults. Some exceptions apply.