



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: **300 - 004**

GROUP: **CIRCULATION POLICIES**

TITLE: **Retrieval of Borrowed Materials Policy**

The Wadleigh Memorial Library is the public library serving the Town of Milford, New Hampshire. Materials owned by the library are therefore public property under the supervision of the elected Board of Library Trustees and the appointed Library Director.

In order to protect and preserve public library materials for the use of all citizens, the Board of Trustees will support all reasonable and good faith efforts to retrieve overdue, missing or stolen items from the library collections. Patrons are individually responsible for notifying the library of address changes and for the safe and timely return of any borrowed materials. Retrieval techniques may include, but are not limited to, the sending of overdue notices and reminders, telephone reminders and the use of certified letters as specified in the New Hampshire Revised Statutes Annotated. Persons willfully detaining materials may be subject to arrest and prosecution according to New Hampshire state law.

In the event that a patron ignores routine notices and requests to return borrowed materials the Library Director may request the assistance of the Milford Police Department and any other law enforcement agency in obtaining the successful return of such materials. The Board of Library Trustees authorizes the Library Director to pursue delinquent borrowers using any legal avenue available, including recourse to the courts.

In the event that a patron refuses to return or financially reimburse the library for long overdue materials the Library Director may revoke the patron's borrowing privileges.

The patron will have the right to appeal such revocation or suspension to the Board of Library Trustees. Such appeal must be in writing and must be presented to the Library Board within ninety (90) days of revocation or suspension. The Board of Trustees will act on any such appeal at the next regularly scheduled meeting following receipt of the written appeal.

Reviewed and Approved 8/15/23
Reviewed and Approved 6/18/19
Approved 9/19/95
Board of Trustees