



Durham Public Library

49 Madbury Road || Durham, New Hampshire 03824
603-868-6699 || durhampubliclibrary.org || durhampl@gmail.com

Circulation Policy

Note: The Library circulation policy is currently being adjusted per the Emergency Pandemic/Infectious Disease Closing Policy to accommodate patron access during the COVID-19 outbreak of 2020-2021. Please call or email the Library with questions.

Circulation

Library Staff at the Durham Public Library strives to provide optimum service to the Town of Durham in satisfying the educational, informational, and recreational needs of the community. Library Staff assist patrons in applying for library cards, searching the catalog, reserving materials, making interlibrary loan requests, and facilitating equitable access to information and information resources.

Borrower Responsibilities

By signing a library card application, patrons acknowledge that they are subject to the circulation policies, procedures, and rules of Durham Public Library.

Patrons shall present a Durham Public Library card to Circulation Staff, or an acceptable picture ID, to borrow library materials. By borrowing materials from the library, the borrower is deemed by the library to have agreed to return the materials by the stated deadline and in the same condition as they were borrowed. Patrons are responsible for the cost of lost or damaged materials that were taken out using their library card. **It is the responsibility of the patron to notify the Library immediately if a library card is lost or stolen.**

Library Cards

Eligibility

The Library shall serve all residents of the Durham Community as a tax-supported institution; as such, patrons applying for a library card will be required to show proof of residency or eligibility. Persons residing outside the geographical area but owning property in Durham; children residing within the Oyster River Cooperative School District (ORCSD); those attending or employed by the ORCSD; those employed by the Town of Durham or working for any business located in Durham, shall be considered eligible.

All UNH students shall have full access to Durham Public Library and shall be allowed access if they remain students as stated in the UNH/Town of Durham agreement of December 10, 1996.

Approved by the Library Board of Trustees
02/26/2020

Residents of Durham and families with children residing in the ORCSD shall reaffirm eligibility for a Library Card every three years.

Local employees, Town of Durham staff, teachers in the ORSD, and UNH students shall reaffirm eligibility annually.

Families comprised of children residing in the ORCSD, will have the option of being issued a Durham Library Family Card, which includes permission for anyone in possession of the Family Card to access the account and patron information either in-person or on-line. Use of the Acceptance of the Family Card waives the right of privacy to anyone listed on the Family Account. All members on the account may check-out, reserve, and pick-up materials when in possession of the Family Library Card. The Family Card is valid only until the youngest qualifying child turns age 10. At that time, parents/guardians and siblings will be required to obtain their own library cards to access library services.

Parents may want to consider checking out materials for young children on the parent's card, or acquiring a Family Card, as library patron information, including that of small children, is restricted by state law, RSA 201-D: 11.

Use of the library may be denied or restricted by the Board of Trustees or the Library Director for due cause. Such cause may be failure to return books and/or destruction of property (RSA 202-A: 24).

Establishing Eligibility

Residents and children residing in the ORCSD

Residents and children residing in the ORCSD must establish eligibility by presenting proper ID and corroborating proof of residence, employment, or student status at the library Circulation desk. They must fill out an application card and the librarian will issue a Durham Public Library card. Both application and library card must be signed by the patron receiving the card.

Residents of Durham may apply for a library card with the following identification:

- Photo ID (Driver's License) with current Durham address
- Photo ID (Driver's License) with non-Durham address AND proof of residency

Acceptable proof of residency includes:

- Recent pay stub
- Copy of signed lease/ mortgage papers
- Current utility bill
- Property tax receipt



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Non-residents

UNH Students must present their University Issued ID Card annually to establish eligibility.

Local employees must provide proof of employment in Durham annually with a company-issued ID or verification provided on company letterhead.

Town of Durham Staff must present proof of employment to establish eligibility.

Teachers employed by the Oyster River School must present their school-issued ID annually to establish eligibility.

Exceptions to the eligibility requirements listed above will be considered on a case-by-case basis and are subject to the discretion of the Library Director.

Ineligible non-residents of Durham will be required to pay an annual fee to obtain borrowing privileges at the Durham Public Library. This fee may be waived as a professional courtesy at the discretion of the Library Director.

Cost

Durham residents may get a card for free. Children residing in the ORCSD and teachers in the Oyster River School System, UNH students, and Town of Durham employees, and employees of Durham businesses may get a library card for free. Non-residents will be charged a \$75 annual fee for a card.

Online Access

Cardholders may view the materials they have checked out and the dates due by visiting their account through the Library's catalog, accessed through the website www.durhampubliclibrary.org. The Library will issue each patron a password with which they can access their library account. Passwords can only be given out in the Library after the patron presents identification. Passwords will not be issued or changed over the phone.

Patron Holds

Items held on reserve for patrons will be held for 7 days. After that time, items will be removed from reserve and made available to other patrons.

In the event that a hold cannot be picked up during the 7-day period, a patron's position in the hold queue may be skipped and moved back one position. Please contact the Library Circulation Desk to request that your hold be skipped.

Only authorized borrowers listed on a patron's Hold Pick-up Authorization Form will be allowed to pick-up held items on the reserve shelf for another patron.

Loan Rules

- Patrons may check out as many items at one time as they wish except for DVDs. *Restrictions may be placed on the number of items at the discretion of the Library Director.*
- Five DVDs/videos may be checked out on one card at a time.
- Lost items will be charged at the retail value of the item.
- Materials may be renewed for the applicable loan period (see chart below) if there are no existing reservations on the item. Items with a reservation placed on them must be returned to the library by the due date to make them available for the next patron.
- Only individuals listed on a patron's Authorized Borrower List will be allowed to pickup materials for that patron.

Loan Periods

Patrons may renew materials if there are no other patrons waiting.

Material Type	Loan Period	Renewal
New Books	2 weeks	One time for 2 weeks
Fiction / Nonfiction	3 weeks	One time for 3 weeks
Audio Books	3 weeks	One time for 3 weeks
Music CDs	3 weeks	One time for 3 weeks
DVDs	1 week	No renewal
DVD Series	2 Weeks	No Renewal
Magazines	Current issue does not circulate; older issues 3 weeks	1 Renewal
Reference	Does not circulate	

Lost Item Fees

Patrons will be charged the retail replacement cost – including shipping and processing – for materials that are lost or not returned.

Patrons with more than \$20.00 in lost item charges will not be able to check out library materials until their account is paid below the \$20.00 threshold.