

Freedom Public Library

CIRCULATION POLICIES

A. Access to Materials

The Freedom Public Library does not restrict access to its materials on the basis of a person's religion; race; socioeconomic or political status; mental, emotional, or physical challenges; age; sexual orientation; or gender identity. Free access to the entire library is essential to public library service for the entire community.

The Library adheres to the Americans with Disabilities Act of 1990 that assures equal access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of persons with disabilities.

Anyone wishing to use materials "in-house" may do so at no charge and without a library card.

The use of the Library may be denied for due cause, such as failure to return or replace library materials; destruction of library property; disturbance of other patrons; or any other illegal, disruptive, or objectionable conduct on Library premises.

B. Membership

Anyone wishing to obtain a Freedom Public Library card must complete and sign a library card application.

Freedom Public Library membership is open to residents having a permanent address in Freedom, non-resident property owners, students and staff of Freedom Elementary School, and employees of the Town of Freedom.

Residents of other neighboring municipalities, at the Library's discretion, may be issued a "non-resident" card valid for one-year. A non-resident card may be renewed annually.

Patron accounts may be suspended or revoked at the discretion of the Library Director.

C. Patron Confidentiality

All patrons of the Freedom Public Library possess a right to privacy and confidentiality in their library use. Library staff will never discuss or disclose a patron's personal information or reading history with anyone except that patron.

Parents who wish to limit the materials accessed by their own minor children should accompany the children to the library and supervise the borrowing process.

D. Borrowing

Patrons should present their library cards at checkout. The replacement fee for a lost library card is \$1.

- Books, audiobooks, games, puzzles, and the Library's Kindle Fires™ circulate for three weeks.
- DVDs, magazines, and items in the Library's "Library of Things" circulate for one week.
- Due dates for materials borrowed from another library are determined by the lending library.

Cardholders in good standing will have access to additional resources:

- Borrowing materials through the New Hampshire Downloadable Library.
- Streaming up to 10 titles per month through Kanopy.
- Access to other online services paid for by the Library or the Friends of the Library. See the Library's website for more information.

E. Renewals

Books, audiobooks, magazines, games, and puzzles will automatically be renewed once if no one is waiting for them. Patrons are responsible for monitoring the status of items they check out.

The Library's Kindle Fires™ and items in the Library's "Library of Things" cannot be renewed; however, if no one is waiting for them, they may be checked out again.

Renewals for materials borrowed from another library must be requested at least one week before the item is due back to the Freedom Public Library. The lending library decides whether, and for how long, the material will be renewed.

F. Returns

During Library hours, materials should be returned to the "Return Materials Here" cart located next to the main entrance.

The Library's Kindle Fires™ and items from the Library's "Library of Things" can only be returned during Library hours. Such items should be brought to the circulation desk.

Books, DVDs, and magazines can be returned outside of Library hours to the book drop located inside the vestibule at the front of the building, facing the road.

G. Overdue, Lost, and Damaged Materials

The Library promotes an environment that is free for use. Therefore, there are no imposed fees for overdue items returned. Patrons returning overdue materials may make a voluntary contribution to the piggy bank at the Circulation Desk.

Patrons are responsible for the replacement cost of damaged or lost materials. Materials are automatically considered lost if they are six (6) weeks or more overdue.

Once the library receives the replacement cost of the material(s), the damaged or lost material(s) becomes the property of the patron.

Failure to return overdue items in a timely manner, or to provide payment for damaged or lost materials, will result in a permanent revocation of library privileges.

New Hampshire RSAs

Section 202-A:24 Offenses Against Libraries. Any person who shall wilfully or maliciously deface, damage or destroy any property belonging to or in the care of any gallery or museum or any state, public, school, college, or other institutional library, shall be guilty of a misdemeanor. Any such person shall forfeit to or for the use of such library, gallery, or museum, 3 times the amount of the damage sustained, to be recovered in an action in the superior court.

Section 202-A:25 Detaining Books. Any person who willfully detains any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film, or other property belonging to or in the care of any gallery or museum of any state, public, school, college, or other institutional library, may be given written notice to return it, which shall bear upon its face a copy of this section, mailed by certified mail to such person's last address or delivered by a person designated by the lawful custodian of such property; and if such person shall thereafter willfully and knowingly fail to return such property within 15 days after such notice, the person shall be guilty of a violation.