

# Circulation Policy

**Borrowers:** Borrower's cards are issued at no charge to residents of Seabrook, taxpayers of Seabrook, Town of Seabrook employees, employees of a Seabrook business, and teachers in the Seabrook school system and Winnacunnet High School. Others may purchase a non-resident card at an annual cost to be determined by the Board of Trustees. All cards issued to juveniles must be signed by a legal guardian.

**Borrowing limits:** There is no limit on the number of books, audiobooks, magazines, and the like that can be borrowed. DVDs and CDs have a limit of three at a time. If a person has materials more than 1 month overdue, no new materials may be checked out unless the items are returned or replaced.

**Circulation period:** All material is loaned out for 2 weeks at a time, except DVDs which circulate for 1 week. Reference materials do not circulate except under exceptional circumstances.

**Fines:** The Library does not charge overdue fines. However, library materials have been purchased with taxpayer's money and are expected to be returned on time for all patrons to use.

**Overdues:** New Hampshire RSA 202-A:25 Detaining Books, states that it is a violation of law to detain a book or other library material after being notified in writing to return it. When an item is checked out, the patron is given a due date slip with the name of the item and the date it must be returned.

1. **First Overdue Notice:** An initial overdue notice will be issued via email or sent by United States Mail when an item is 14 days past its due date.
2. **Second Overdue Notice:** A second overdue notice will be sent by United States Mail when an item is 21 days past its due date.
3. **Blocking of Privileges:** Library privileges will be suspended when an item is 21 days overdue. Before blocking privileges, a good-faith effort will be made to locate the overdue item within the library's collections and other designated areas.
4. **Final Notice:** A final notice will be sent via United States Mail when an item is 30 days overdue.
5. **Replacement Cost Bill:** A bill for the replacement cost of the overdue item will be sent via United States Mail when the item is 45 days overdue.
6. **Certified Letters:** Certified letters will be sent to patrons for items valued at \$50.00 or more that are overdue.

Adopted 10/2022  
Seabrook Library Trustees