



# Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 300 – 001

GROUP: CIRCULATION POLICIES

TITLE: Borrower's Cards & Circulation

---

## **General information**

A Wadleigh Memorial Library card allows borrowing privileges within this library as well as all libraries within the GMILCS network. The card also allows remote access to applicable online resources. If a patron loses their library card, replacement cards may be purchased for a nominal fee. Unless otherwise stated, all cards expire after two years at which time they may be renewed once the patron verifies their contact information.

Children (ages 5-11) who live or attend school in Milford may receive a library card with the consent of their parent/legal guardian. As mandated in NH RSA 202-D:11, an individual library cardholder has the right to privacy of information regardless of age. This applies to the juvenile/child library card while still holding the parent/legal guardian financially responsible for any lost or damaged materials.

Young Adults (ages 12-17) living or attending school in Milford may receive a library card without parental approval. Young adults assume financial responsibility for materials borrowed on their cards. They must show a valid photo ID, class schedule/proof of school enrollment, or school ID as proof of eligibility for the card. Young adults who are unable to provide such documentation can still register for a card using their parent/legal guardian's proof of residence.

## **To obtain a library card**

- Cards are available free of charge to Milford residents, to those who own property in town, to Milford business owners and their employees, and to all students in the Milford School District.
- Prospective patrons may apply for a card online or in person
- Prospective patrons must provide photo identification (see below for a list of acceptable forms).
- Milford residents will need proof of residency.
- Non-residents will need to purchase their card for an annual fee (determined by the Library Board of Trustees. For a non-resident, no-fee card, they will need proof of property ownership, proof of employment with a Milford business, or a school registration/ID. Cards for non-residents expire after one year.
- Prospective patrons who already have a library card at another GMILCS library do not need to purchase a Wadleigh card; they may use their home library card to check out items within this—and all—GMILCS libraries.

## **Temporary cards**

- Potential patrons who live in Milford but do not have a permanent Milford address, may qualify for a Temporary Borrower's Card. Temporary cards shall be renewable every three months; are limited to one per family; and may only be used to check out five items at any one time. Applicants must provide photo identification (see below for acceptable forms) and proof of one of the following:

- Their child is registered as a current student within the Milford school system
- Piece of mail addressed to them, postmarked within the last 30 days and mailed/forwarded to a temporary residence within Milford
- Letter from Milford Welfare Department or Milford branch of Bridges, dated within the last 30 days, indicating that they are receiving services

### **Business and institutional cards**

- The Library does not issue cards to Milford businesses, but rather to their employees. Consequently, items borrowed are the responsibility of the individual borrower.
- At the Director's discretion, Institutional Borrower's Cards may be issued to organizations serving the Milford community upon receipt of an agreement to accept financial responsibility signed by a duly authorized official or agent of the organization. Cards may be renewed annually.

### **Courtesy cards**

- Courtesy (free) library cards may be issued, at the Director's discretion, to those non-resident individuals who materially assist and aid in the Library's mission and program in a volunteer capacity.

### **Acceptable forms of identification:**

- Valid NH driver's license
- Valid Milford school identification card
- Valid State identification card
- Valid passport
- Valid Military identification card

\*\*\*

### **Circulation of Materials**

Books, magazines, audio books, and music CDs are loaned for a two week (14 days) period. Items may be renewed up to two times if no one has placed a hold on the item. DVDs are loaned for a one week (7 day) period, and may be renewed one time only if there are no holds. Museum passes are loaned for use on a specific date and are due back the following morning unless they are "ticket" type passes.

Library materials may be renewed by telephone, online, email or in person. There may be certain collections which have different loan periods; all such items will be clearly marked. Temporary loan restrictions which may include loan times, renewal, or checkout locations, are determined by individual Department Heads. Vacation (extended) loans may be requested for items that are not in high demand.

Patrons may place their own requests on most Library materials via our online catalog; requests may also be made by sending an email or filling out a paper request form. There are reasonable (high) limits on the total number of DVDs, CDs or audio books that may be checked out to any one person at the same time.

Library materials may be returned in the outside book returns whether the Library is open or closed.

Overdue fines are charged on some items. Fine amounts are set and periodically updated by the Board of Trustees; please see "Fine & Rate Schedule" for current fine amounts. Once a pre-determined fine threshold has been reached, patrons will be unable to utilize Library services until the fines are resolved.

The Wadleigh Library is an active participant in the GMILCS Common Borrower program. Wadleigh patrons may borrow materials at any participating GMILCS library and conversely any patron of a participating GMILCS library may borrow materials from the Wadleigh Memorial Library. Common Borrowers are subject to the lending policies of the loaning institution. Common Borrowers may place holds and have all of the privileges of resident patrons except the ability to sign up for limited access programs, request museum passes or place Interlibrary Loan Requests from libraries outside of the GMILCS consortium. Materials may be returned at any participating GMILCS library.

Revised and Approved 9/17/24  
Revised and Approved 11/15/22  
Revised and Approved 3/26/19  
Revised and Approved 9/16/14  
Board of Trustees