

Wadleigh Memorial Library

Library Cards & Circulation Policy

Library Cards

General information

A Wadleigh Memorial Library card allows borrowing privileges within this library as well as all libraries within the GMILCS network (The GMILCS, Inc. consortium serves the libraries of Amherst, Bedford, Derry, Goffstown, Hooksett, Manchester, Merrimack, Milford, Salem, Windham, New England College and the New Hampshire Institute of Art.); 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 under the age of 16 are issued a Juvenile Borrower's Card requiring the signature of a parent or guardian. All persons age 16 and up are issued Adult Borrower's Cards.

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 will need to fill out and sign a registration form and 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. Otherwise, they will need proof of property ownership, proof of employment with a Milford business, or a school registration/ID. *Note that 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.

Picture identification must consist of one of the following:

- 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. Videos and 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. Note there may also be special display items which have different loan periods; all such items will be clearly marked. 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 videos, 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. Materials may be returned at any participating GMILCS library.

Approved September 16, 2014
Board of Library Trustees
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