

Whipple Free Library Circulation Policy

The Whipple Free Library is a fine free library (except in the case of certain technology materials).

Purpose of Policy

The purpose of this policy is to outline the different types of library cards offered and their parameters, as well as borrowing privileges.

Policy

Library Cards

- Any New Boston resident, or non-resident owning taxable property in New Boston, is eligible for a library card. By registering for a library card, patrons agree to be responsible for all materials borrowed on their card, and to abide by all rules, and policies of the library.
- A valid photo ID is preferred, but a utility bill may be accepted.
- Resident cards expire every 3 years to ensure we have accurate contact information.
- Teachers at NBCS who are not residents and people who work in New Boston are eligible for a one-year card, to be renewed yearly with proof of employment and a valid photo ID.
- A Non-resident card may be purchased annually for a \$25 membership fee.
- Free temporary resident cards may be issued to those staying at temporary residencies. These cards provide three-month temporary access. Card holders must provide their permanent personal contact information and return all items before they leave.

Children's Library Cards

- Children going into 1st grade are eligible for their own library card.
- Those under 14 years of age must have parent or guardian permission and signature to receive a card.
- This parental signature is not required for children who are renewing cards.
- Non-resident children can receive a complimentary card that will be attached to a paying parental non-resident card.
- Teen cards are issued for those going into 7th grade until they're 18. Those 14 and up can sign for themselves and do not need a parent signature.
- The responsibility for what a child under 18 borrows rests with the parents and legal guardians of the child.

Cardholder Responsibilities:

- It is the cardholder's responsibility to inform the library if their address or contact information has changed.
- Cardholders are responsible for returning materials on time and paying any fees that are incurred if materials are lost or damaged beyond repair.

Loan Periods

- Books, audiobooks, periodicals, 2 weeks; No limit.
- DVDs—1 week; Limit of 6 titles per account.
- Telescope – 1 week. Must fill out and sign a borrowing agreement.

Adopted by Whipple Free Library Board of Trustees 6/19/12, Revised 6/2012, Reviewed by Legal 12/1/23, Revised 12/19/23

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- Interlibrary loan (ILL) material—2 weeks; Limit of 4 items.
- Special loans—special loan periods may be established as needed, i.e., materials in great demand for assignments, displays, and projects, book club titles.
- Certain items, due to their value, are restricted to adult users. Additional identifying information may be required at time of checkout.
- Some items we circulate have specific parameters or may only be checked out for use within the library.
- Materials can be renewed online, in person or via telephone. Items that have holds cannot be renewed.

Requesting materials

- Reserves may be made for any circulating library materials.
- Library staff will attempt to notify the patron that the reserve is available by phone, text and/or e-mail, according to the notification settings selected by the patron. Patrons may authorize other individuals to pick up books on hold.
- Patrons may also request interlibrary loans through our online catalog.
- Patrons may leave suggestions for purchasing through our contact us form on the library website.

Interlibrary Loans

- Four requests may be made at a time per card.
- Patrons may request interlibrary loans through our contact us form, email or in person.
- We can only request materials that are older than 6 months from their publication date.

Overdue materials:

- All materials are due on their due date. Once an item is overdue for 2 weeks our overdue collection process begins.
 - Phase 1 (14 days overdue): Call or email notification in accordance with account preferences.
 - Phase 2 (21 days overdue): Another email or phone call is sent.
 - Phase 3 (30 days) A letter is mailed to the address on file letting patrons know that their account, and all borrowing services, are suspended until the material is returned, and that if it is not, they will be charged for the book.
 - Phase 4 (45 days): The item is considered lost and the patron will be billed for the item(s). A letter will be sent chronicling the amount owed.
- When materials are more than a month overdue, a patron's account becomes suspended. Nothing may be checked out until those materials are returned.
- Once a patron is charged for an item, they will not be allowed to borrow until the items are returned or the materials are paid for.

Fines and fees: There are no fines or late fees for late materials in our collection; books, audiobooks, magazines, DVDs, CDs, etc. The telescope, certain museum passes, science kits, and e-readers, because of their replacement value, have special rules and fines that a borrower must agree to when they sign these items out.

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Confidentiality:

Library user records (RSA 91-A:5 RSA 201-D:11): Per these state laws, library user records are confidential. The Whipple Free Library complies with these confidentiality laws and will not divulge information to anyone other than the cardholder, no matter their age, including titles of items currently checked out, items that are overdue, or items on reserve for the cardholder, except as pursuant to RSA 201-D:11.

Damage to Library Property:

Library users are responsible for the care and return of library materials, and may be charged for lost or damaged items. The Library reserves the right to suspend or terminate a library user's privileges for unpaid charges, intentional damage of library property, and/or if the library user has a pattern of causing library property to be lost or damaged.

Willfully Damaging and Withholding Library Materials:

RSA 202-A:24 Offenses Against Libraries. – Any person who shall willfully 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.

RSA 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.