

Dunbarton Public Library

Circulation Policy

Intent

In order to make materials available to all patrons on an equal basis, the Dunbarton Public Library (DPL) will set policies for length of loan period, renewals and reserves. The DPL will determine who is eligible to borrow materials and will provide for the return or replacement of such materials in accordance with the New Hampshire State Library Laws.

Access to Materials

Consistent with state and federal law, DPL does not restrict access to materials on the basis of a person's age, sex, gender identity, race, color, marital status, physical or mental disability, religious creed, national origin, or socioeconomic status. Free access to the total library collection is essential to public library service for the entire community.

- DPL adheres to the Americans with Disabilities Act Amendments Act 2008 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.
- DPL staff must not be expected to act *in loco parentis* by parents who wish to limit the materials accessed by their own minor children. Parents who wish to limit the materials accessed by their own minor children's materials should accompany the children to the library and supervise the borrowing process. Parents/guardians cannot rely on library staff for such supervision. For more information, please refer to our "Unattended Children Policy".

Library Cards

DPL shall serve all residents of Dunbarton. Persons who live outside of Dunbarton, but who work or own property, may also receive a card.

Proof of residency and a valid photo ID are required to receive a library card. Proof of residency must include a street address. Determination of eligibility resides with the library staff.

All others will be charged the DPL's annual non-resident fee of \$25.00, which is non-refundable. Non-residents are allowed to share one card among immediate family members. Non-resident cards expire after one year. All other library cards expire two years from the date of issue.

Circulating Items

Patrons should present a library card, identification, or their name must be listed as an approved borrower on the card's account.

- New Books circulate two weeks—no limit
- Books and magazines older than 6 months—3 weeks. No limit.
- DVDs- one week. No limit. Restricted to adult card holders for checkout.
- Audiobooks-two weeks. No limit.
- Telescope-one week. Restricted to adult cards for checkout.
- Playaway Launchpads-one week. Limit one. Restricted to adult cardholders for checkout.
- Inter-library Loan—Loan period to be determined by lending library. Limit two items.
- Certain historical items, due to value, are restricted to adult cards for checkout, or not at all. These include reference materials, newspapers, and portions of the New Hampshire collection.

The Library Director may also refuse to allow borrowing or use of equipment to patrons who habitually misuse, neglect or disregard rules pertaining to such items.

The use of DPL equipment for illegal purposes is prohibited. The DPL does not monitor the use of equipment. If, however, the library becomes aware of illegal conduct with respect to the use of this equipment, they will contact the appropriate authorities.

Renewals

Renewals for items not on reserve may be made at the library, by phone, email or online. Interlibrary loaned materials are renewed on a case-by-case basis, at the discretion of the lending library.

Reserves/Curbside Pick-ups

Patrons may reserve library materials in person, through the online catalog, or via telephone or email. Patrons will be notified by phone, email or text message when materials are available. Reserves may take up to 24 hours to fill, especially if a “Book Bundle” is requested. Materials will be held for five days after the patron is notified. After that time the next person on the reserve list will be contacted, or the materials will be reshelved. Books borrowed for a patron through Interlibrary Loan will be returned to the lending library if not picked up within one week.

Interlibrary Loan (ILL)

The DPL participates in the New Hampshire State Library's Interlibrary Loan program and will follow the procedures defined by NHAIS(New Hampshire Automated Information Services) and the New Hampshire State Library in order to remain a

member in good standing. Any library patron may ask that materials be borrowed for their use. Library staff will search the NHAIS system and request to borrow items from New Hampshire libraries that participate in the program. The DPL will loan out materials through ILL to libraries only. Requests from individual patrons from other libraries must be processed through that patron's library. The materials will be delivered via the NH State Library van. We currently have a delivery made once per week. Fines will not be charged to other libraries. Materials may be renewed one time. Borrowing libraries will be billed the replacement cost for any lost materials. Staff will do their best to process requests in a timely fashion. Patrons are asked to be patient as we have limited resources and a small staff.

Overdue Library Materials

Patrons are notified of overdue library materials by email or telephone. If the patron fails to return the materials after the receipt of a second notice, a third notice will be mailed with a replacement cost for the lost items. If this notice fails to bring back the material, the patron will lose privileges (including the ability to download). Privileges will be lost until the items are returned, or an agreed-on resolution is made with the library director.

Fines and Fees

DPL promotes an environment that is free for use. Therefore, there are no imposed fees for overdue items returned. Lost or damaged materials are paid for in full by the patron (or a duplicate/replacement is given to the library). Once DPL receives the replacement, or the replacement cost of the material, the damaged material becomes the property of the patron. Funds from lost or damaged books are used to purchase new materials for the collection, not necessarily a direct replacement.

Loss of Privileges

Patrons with overdue materials may temporarily lose their ability to place reserves and be shut off from downloading. Once overdue materials are returned and checked in, or a replacement cost is paid, privileges are restored. Failure to use the DPL in a responsible way will result in temporary suspension of privileges at the discretion of the library director, or permanent suspension of library privileges at the discretion of the library board of trustees.

Reviewed by the Dunbarton Public Library Board of Trustees, 2/6/23.