

Dunbarton Public Library

Circulation Policy

Dunbarton Public Library's Mission:

The Dunbarton Public Library's mission is to provide the Dunbarton community equal and free access to print, audiovisual and online resources, programs and exhibits which fulfill the informational, educational and recreational needs of the entire community.

Dunbarton Public Library's Objectives:

1. To operate the Dunbarton Public Library in accordance with the New Hampshire State Library Laws and to meet the standards set by the American Library Association for public libraries in towns of comparable population.
2. To adhere to the ALA Library Bill of Rights, Freedom to Read and Freedom to View Statements (appendices A, B and C)
3. To identify community needs and to assemble and organize library resources in accordance with these needs and with our Mission Statement.
4. To cooperate with the school library and libraries in the Statewide Library Development system to strengthen its services and resources and, in turn, the state's library system.
5. To not forbid or impede the circulation of items from the collection to any of its cardholders in good standing, whether resident or non-resident, based on that cardholder's race, creed, national origin, age, place of residence, or other personal criteria.

Registration of Borrowers/Issuance of Library Cards

By registering for a card, borrowers agree to be responsible for all materials borrowed on their card, and to abide by all lending rules, policies and regulations of the library.

1. Library cards are free for Dunbarton residents and single user, non-residents who are employed in Dunbarton.
2. Resident library cards require renewal every 24 months, in order to verify contact information and ensure eligibility.
3. Children aged 5-17 may receive a card with signed registration by a parent or guardian.
4. Non-resident library cards are \$25. They must be renewed yearly.
5. Borrowers are registered by card number, name, physical address, telephone number and email address. Proof of ID and residency is required for registration.

Privacy

The Dunbarton Public Library adheres to New Hampshire's Library User Records Confidentiality law (RSA 201-D: 11). RSA 201-D:11 protects the privacy of all borrowers, regardless of age. The records—including books on hold, titles of checkouts, and reasons for any fees---of children who have their own library cards are subject to the same privacy restrictions as the records of adult borrowers.

Loan Periods/Limits and Restrictions

- New Books—2 weeks. No limit.
- Books and magazines older than 6 months—3 weeks. No limit.
- DVDs—1 week. No limit. Restricted to adult cards for checkout.
- Audio books—2 weeks. No limit.
- Telescope—1 week.
- Interlibrary Loan—loan period determined by lending library. Limit 2 items.
- Mobile Wi-Fi Hotspot—1 week.
- Certain historical items, due to value, are restricted to adult cards for checkout.
- Other items available for check out—generally 1 week.

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/Holds

Reserves may be made for any circulating library materials. Library staff will attempt to notify the patron of the filled hold by phone, text or email, according to the notification settings selected by the patron for his/her account.

Overdues and Fines

Library patrons with overdue materials may have their accounts blocked until items are returned or an agreed on resolution is made with the Library Director. Depending on the monetary value and nature of the item, further action, possibly legal action, may be taken at the discretion of the Library Director.

Other materials, such as our Mobile Wi-Fi Hotspots, have special individual instructions, and have an overdue cost of \$10.00 per day up to the full cost of the item (\$200). If the Wi-Fi Hotspot is not returned, the borrower will be charged a \$200.00 replacement fee. The library has an online control panel which will shut off the device if not returned when due.

Overdue fines are not imposed for most library materials. We just want our books back.

Damaged Materials

If library materials are damaged beyond repair, the borrower may be required to pay for the cost of the item or to replace it.

Adopted June 10, 2019, Dunbarton Public Library Board of Trustees

