

# **Dunbarton Public Library Circulation Policy**

## **Purpose:**

The Dunbarton Public Library provides free and equal access to library materials and services to promote life-long learners.

The Dunbarton Public Library supports the individual's right to have access to ideas and information representing all points of view.

The Dunbarton Public Library Board of Trustees have adopted the American Library Association's statements regarding the following: Library Bill of Rights, Freedom to Read, Freedom to View, and Access to Electronic Information, Services and Networks.

It is the policy of the Dunbarton Public Library not to forbid or impede the circulation of items from the library collection to any of its cardholders in good standing, whether resident or non-resident, based on that cardholder's race, creed, national origin, place of residence, or other personal criteria.

## **Registration of Borrowers/Issuances of Library Cards:**

By registering for a library card, borrowers agree to be responsible for all materials borrowed, and to abide by all lending rules, policies and regulations of the library. Borrowers are registered by name, card number, physical address, mailing address, telephone number and email address.

1. Library cards are free for all Dunbarton residents and single-user non-residents who are employed intown, or own property in Dunbarton. Application for library cards must be made in person and proof of residency is required for all registration.
2. Resident library cards require renewal every two years, in order to verify contact information and ensure eligibility.
3. Adult non-residents may apply for a card with limited privileges (no downloading, museum pass reimbursement or ILL). There is an annual fee of \$25.00. Non-resident cards will expire after one year.
4. Children aged 5-17 years old may receive a library card with a signed registration by their parent or guardian. Parent signatures acknowledge responsibility for the materials checked out to their child. Parents who wish to limit the materials accessed by their children should accompany them to the library and supervise the borrowing process. Dunbarton Public Library staff must not be expected to act *in loco parentis* by parents who wish to limit the materials accessed by their children. For more information, please refer to our "Unattended Children Policy"

## **Privacy:**

The Dunbarton Public Library adheres to New Hampshire's Library Users 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 of fees, of children 5-18 who have their own library cards are subject to the same privacy restrictions as the records of adult borrowers.

## **Library User Records-Purging:**

Database purges are part of the normal library process to keep our database current and free from old, expired library card numbers and associated information. Cardholder records considered for purging include those expired for two or more years, and those with no lost items with a monetary balance.

**Loan Periods/Limits and Restrictions:**

Patrons should present their library card, identification, or their name must be listed in the catalog at the time of checkout.

New books circulate two weeks—no limit.

Books and magazines older than three months circulate for three weeks—no limit.

DVDs circulate for one week. No limit, but restricted to adult cards for checkout.

Audiobooks circulate for two weeks. No limit.

Our telescope circulates for one week. Restricted to adult cardholders for checkout.

Playaway Launchpads circulate for one week. Limit one. Restricted to adult cardholders for check out.

Interlibrary Loan Services: loan period is determined by the lending library. Limit three items. Restricted to adult cardholders who are Dunbarton residents.

Certain historical items, due to value, are restricted to adult resident cards for checkout, or not at all. These include reference materials, newspapers, and portions of the New Hampshire Collection. All may be used “in-house” and without a library card.

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.

**Renewals:**

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

**Reserves/Curbside Pickups:**

Reserves may be made for any circulating library material preferably through the catalog (since email requests may not be seen). Library staff will attempt to notify by phone or email when materials are available. Reserves are not an “on demand” service, and may take up to 24 hours (or longer) to process. Materials placed on hold 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 return to circulation.

**Interlibrary Loan:**

The Dunbarton Public Library participates in the New Hampshire State Library’s Interlibrary Loan program (ILL) and follows the procedures defined by New Hampshire Automated Information Services (NHAIS) and the New Hampshire State Library in order to remain a member in good standing. Resident card holders may ask that materials be borrowed for their use. Library staff will search the NHAIS system and will request to borrow items from the New Hampshire Libraries who participate in the program. The Dunbarton Public Library 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 New Hampshire State Library van. The library currently has one delivery made 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. Books borrowed for a patron through Interlibrary Loan will be returned to the lending library if not picked up after one week.

**Overdue and Fines/Loss of Privileges:**

The Dunbarton Public Library does not impose overdue fines.

Patrons are responsible for all materials checked out on their library cards. Patrons with overdue materials will temporarily lose their ability to place reserves and download until items are returned, or a mutually agreed upon resolution is made with the Library Director.

High value items (including Launchpads, and the library's telescope) may require special borrowing agreements or additional information at the time of check out.

Lost or damaged materials should be paid in full by the patron (or a duplicate replacement given to the library). Once the library receives the replacement, or the replacement cost of the material, the damaged material becomes property of the patron.

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

***Reviewed and amended by the Dunbarton Public Library Board of Trustees, 5/14/24***

***Reviewed and amended by the Dunbarton Public Library Board of Trustees, 4/1/25***