

Dunbarton Public Library

Circulation Policy

Registration of Borrowers/Issuance 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.

1. Library cards are free for Dunbarton residents and single-user non-residents who are employed in town, or own property in Dunbarton. ID 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. Children aged 5-18 years old may receive a juvenile library card with a signed registration by a parent or guardian. As mandated in NH RSA 202-D:11, an individual library cardholder has the right to privacy of information regardless of age. This applies to juvenile cards while still holding the parent/guardian financially responsible for lost items.
4. 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-residents are allowed to share one card among immediate family members. Non-resident cards will expire after one year.

Borrowers are registered by name, card number, physical address, mailing address, telephone number and email address.

Library User Records (RSA 91-A: 5; RSA 201-D:11)

The Dunbarton Public Library adheres to New Hampshire Library User Records Confidentiality Law (RSA 201-D:11). RSA 201-D:11 protects the privacy of all borrowers, regardless of age. Per these state laws, library user records are confidential. The Dunbarton Public 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 card holder, except as pursuant to RSA 201-D:11 II.

Library User Records—Purging:

Database purges are part of the normal library process to keep our database current and free of 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.

Access to Materials

Consistent with state and federal law, the Dunbarton Public Library 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.

1. The Dunbarton Public Library adheres to the Americans with Disabilities Act of 1990 that assures equal access to all library facilities, activities and programs. Every attempt will be made to accommodate the needs of persons with disabilities.
2. Anyone wishing to use materials "in-house" may do so at no charge and without a library card.
3. Dunbarton Public Library 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".

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 check out.

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 cardholders for check out.

Audiobooks circulate for two weeks. No limit.

Our telescope circulates for one week. Restricted to adult cards 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 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 loaned 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. Library staff will attempt to notify by phone or email when materials are available. Reserves may take up to 24 hours to process, especially if “curbside” pick-up 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 return to circulation.

Interlibrary Loan

The Dunbarton Public Library participates in the NH State Library’s Interlibrary Loan Program and follows the procedures defined by NHAIS (NH Automated Information Services) and the NH 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 request to borrow items from the NH 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 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. Books borrowed for a patron through Interlibrary Loan will be returned to the lending library if not picked up within 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 telescope) may require special borrowing agreements or additional information at the time of checkout.

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, 5/14/2024