

JAFFREY PUBLIC LIBRARY - CIRCULATION POLICY

PURPOSE

The Jaffrey Public Library provides free and equal access to library materials and services to promote lifelong learning.

The library supports the individual's right to have access to ideas and information representing all points of view. The library board has 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 Jaffrey 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 upon that cardholder's race, creed, national origin, age, place of residence, or other personal criteria. Material selection by youth is the responsibility of parents/guardians.

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. A valid library card is required for checkout. A valid ID that matches the library account may be used.

1. Library cards are free for Jaffrey residents, Sharon residents, and single user, non-residents who are employed or attend school in Jaffrey or at Franklin-Pierce University, or are day clients at Monadnock Adult Care Center in Jaffrey.
2. Resident library cards require renewal every 24 months, in order to verify contact information and ensure eligibility.
3. Youth ages 5-17 may receive a library card with signed registration by a parent or guardian.
4. Non-resident library cards have the following annual fees: \$100/household; \$80/individual; \$40/Seniors (65+).
5. Temporary 6 month cards for seasonal residents have a \$45 fee.
6. Borrowers are registered by card number, name, physical address, mailing address, telephone number, and e-mail address. Proof of identity and residency/eligibility is required for all registrations. Birth dates are required for patrons under age 18.

BORROWING PRIVILEGES TO RINDGE RESIDENTS

The Jaffrey Public Library and the Ingalls Memorial Library of Rindge, NH have agreed to reciprocal borrowing privileges for the physical collection for cardholders in good standing. In addition to in-person access, fast track inter-library loan between the two libraries and optional return of materials to either location is available to patrons at no cost to either library.

BORROWING PRIVILEGES TO MARLBOROUGH RESIDENTS

The Jaffrey Public Library and the Frost-Free Library of Marlborough, NH have agreed to reciprocal borrowing privileges for the physical collection for cardholders in good standing. In addition to in-person access, fast track inter-library loan between the two libraries and optional return of materials to either location is available to patrons at no cost to either library.

PRIVACY

User records are disassociated from circulation within one day of the return of items, by default. Cardholders may choose to retain their user records through the settings of their online accounts. The Jaffrey Public Library adheres to NH RSA 201-D:11 and NH RSA 91-A:5 regarding user record confidentiality and privacy.

LOAN PERIODS/LIMITS & RESTRICTIONS

- Books, audiobooks, DVDs, periodicals —2 weeks; Renewals permitted as available. No limit.
- Interlibrary loan (ILL) material—loan period is determined by the lending library; Limit of 3 items.
- Mobile Hotspot – 1 week; No renewals; Overdue fines are charged. Any extended loan period must be preapproved by the Library Director at the time of checkout.
- “Library of Things” – Nontraditional items such as the telescope, sewing machines, kits, etc. may have restricted checkout periods and overdue fines.
- Certain items, due to their value, are restricted to adult, resident cards (Jaffrey and Sharon) for checkout. Special borrowing agreements and additional identifying information may be required at time of checkout.

RENEWALS

- Renewals for items not on reserve may be made at the library, by phone, e-mail, chat or online.
- Most materials may be renewed up to two times, unless the item is otherwise reserved. There is no renewal permitted for mobile hotspots.
- Interlibrary loan materials may be renewed only at the discretion of the library staff in order to meet the loan arrangements 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 and/or e-mail, according to the notification settings selected by the patron for his/her account. Text will be the default choice for all long distance cell numbers.

OVERDUES AND FINES

- Overdue fines are not imposed for most library materials.
- Library patrons with overdue materials may have their accounts blocked until items are returned or an agreed upon resolution is made with the Library Director. Depending on the monetary value and nature of the item(s), further action, possibly including legal action, may be taken at the discretion of the Library Director.
- High value items (including but not limited to Mobile Hotspots, Launchpads, Telescope) may require Special Borrowing Agreements, additional identification at time of checkout, and may accrue fines, as stated in that item’s agreement, to be signed and acknowledged by the borrower.

DAMAGED MATERIALS

If library materials incur water damage or are otherwise damaged beyond repair, the borrower may be required to pay for the cost of the item.