

## JAFFREY PUBLIC LIBRARY - CIRCULATION POLICY

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### 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.

### 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 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. Children ages 5-12 may receive a youth library card with signed registration by a parent or guardian.
4. Teens ages 13-17 may receive or be updated to a teen library card without a parent or guardian's signature.
5. Non-resident library cards have the following annual fees: \$100/household; \$80/individual; \$40/Seniors (65+).
6. Temporary 6 month cards for seasonal residents have a \$45 fee.
7. 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 may be requested for patrons under age 18 for the purpose of card type designation/upgrades.

### PRIVACY

The Jaffrey 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 fees—of teens and children who have their own library cards are subject to the same privacy restrictions as the records of adult borrowers.

## **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.

## **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.