

WEEKS PUBLIC LIBRARY

CIRCULATION POLICY

1. Borrowing Privileges

As the Weeks Public Library is supported by local town taxes, every resident, as defined by RSA 21:6, is entitled to all borrowing privileges.

- a. Library cards are issued for one (1) year or the term of the lease whichever is less. Proof of residency is required to renew.
- b. Children may receive a library card when their parents request it.
- c. Non-residents may purchase borrowing privileges for \$50 per year.
- d. Greenland Central School and Town employees may receive individual cards. (Please bring most recent paycheck stub for verification.)
- e. Non-residents who own land in Greenland may receive individual cards with a recent property tax bill with the Greenland address as proof of property ownership.
- f. Business owners, non-profit organizations, day care centers, and nursery schools in Greenland are eligible for a “business” library card. (Please bring in proof of address.)
 - The owner, Director, or CEO accepts financial responsibility for all lost or damaged materials.
 - Cards are issued for one (1) year or the term of the lease whichever is less and are considered void if the business leaves Greenland. Proof of eligibility is required to renew.
 - Any changes in location, phone number, Director, or CEO must be reported to the Library Director.
 - Authorized users may be listed per owner, Director, or CEO.
- g. All library users are expected to abide by the rules of the library, particularly in regard to returning materials on time and paying all fees for damaged or lost materials. Parents are responsible for the replacement costs for damaged or lost materials checked out to their child’s card. Failure to abide by library rules may result in the suspension and or restriction of borrowing privileges by the Director. Borrowing privileges for individuals or entire families may be suspended or restricted when materials are more than 30 days overdue. Those who have had privileges suspended or restricted may appeal to the Board of Trustees who will have final authority in the matter.

2. Proof of Residency and Contact Information

- a. Photo identification and proof of residency showing the current Greenland street address are required for registration.
 - Greenland P.O. boxes are not accepted as proof of residency nor is the use of the Greenland Post Office address at 609 Portsmouth Avenue.

- Acceptable Identification for Proof of Residency (with printed current street address)
 - Driver's License with current street address
 - Utility Bill
 - Bank Statement or Checkbook
 - Automobile Registration
 - Property Tax Bill
 - Executed Lease Agreement
 - Closing Documents

Business card applicants must provide a utility bill, a property tax bill, an executed lease agreement, or other such document as proof of address.

- b. All applicants must provide a valid working phone number.

3. Length of Circulation

- a. Books, audio books, music CDs, instructional DVDs, Kill-a-Watt Energy Detectors, kits, and the Orion Star Blast telescope circulate for two (2) weeks; eReaders circulate for three (3) weeks; the Literacy iPad circulates for two (2) weeks; periodicals and movie DVDs circulate for one (1) week; multi-disc DVD sets circulate for three (3) weeks; Interlibrary Loan materials circulate for two (2) weeks or less as determined by the lending library; and Book Discussion materials circulate for four (4) weeks. Books over 500 pages circulate for three (3) weeks.
- b. Vacation loans are available.
- c. Materials may be renewed twice if others have not reserved them. Materials borrowed from other libraries are subject to the lending library's renewal policy.
- d. All lost or damaged materials must be paid for by the borrower. The patron is charged the retail price of the lost or damaged item.

4. Reserves

- a. A reserve may be placed on any item in the collection that is not available when requested.
- b. Materials that have been ordered but have not yet been received by the library may be reserved as well. The library will maintain reserves on popular materials as far in advance as is feasible.
- c. Patrons are notified by phone or email when materials are available. Materials are then held at the circulation desk for four (4) days. If the materials are not picked up the next person on the list is notified and the patron will go to the bottom of the reserve list. When there are no other reserves, the materials are returned to the shelves. If the materials were borrowed from another library they are sent back to the lending library.

5. Material not owned

- a. If a patron requests material not owned by the library, the library will make all reasonable attempts to provide access to that material.
- b. Newly published material will be given strong preference in selection.
- c. The library will attempt to acquire materials through Interlibrary Loan.

6. Interlibrary Loan

- a. The library will attempt to borrow any material not in its collection or scheduled for purchase from any lending library in the state. No attempt will be made to borrow from libraries in other states.
- b. The library will make every attempt to offer cooperation to other libraries in hopes of fostering productive relationships.
- c. Any charges from postage, telephone calls, or printing will be absorbed by the library as the cost of providing Interlibrary Loan service. Any borrowing fees, penalties, or replacement costs will be passed on to the patron.

7. Restrictions on Circulation

All library materials are purchased with use in mind, but use of some material is restricted.

- a. Reference materials: The reference collection is intended for in-house use. Staff members may make exceptions when the patron's needs merit.
- b. Newspapers: Local newspapers are stored for three months and must be used in-house.
- c. Genealogy material housed in the glass-fronted cabinet is irreplaceable. It can be used in-house only. Exceptions can only be granted by the Director.
- d. Patrons must be 17 years or older to checkout "R" rated DVDs. Parents must be called for approval if the patron is under 17.