

## **PEASE PUBLIC LIBRARY**

### **CIRCULATION POLICY**

#### **Access to Materials:**

The Pease Public Library does not restrict access to any materials on the basis of a person's color, religion, national origin, socioeconomic status, sex or age. Free access to the library is an essential for the entire community.

The library adheres to the Americans with Disabilities Act of 1990 that assures equal access to all library facilities, activities and programs.

#### **Responsibilities of Cardholder:**

Library cardholders are financially responsible for all items checked out on their card. Library users are expected to treat the library facility, equipment and materials carefully and respectfully. Materials should be returned to the library in the condition in which they were borrowed.

It is also the responsibility of cardholders to keep their patron record accurate and up-to-date. Changes of name, phone number and address should be reported to library staff or updated through the online catalog.

Refer to the Registration Policy for the different types of Pease Public Library cards that are issued.

#### **Expiration and Removal of Library Cards:**

Library cards that have been expired and inactive for three years will be deleted from the patron database if there are less than \$10 in fines and no blocks on the account.

#### **Lost Cards:**

Replacement cards can be purchased if any patron's original card is lost or damaged. There is a \$1 fee for a replacement card.

#### **Library User Record:**

*Library User Records (RSA 91-A: 5; RSA 201-D: 11)* Per these state laws, library user records are confidential. The Pease Public Library complies with these confidentiality laws and will not divulge information to anyone other than the cardholder including titles of items currently checked out, items that are overdue, or items on reserve for the cardholder.

### **Checking Out Materials:**

All library materials circulate outside the library building with the exception of: newspapers, non-circulating Reference materials and non-circulating New Hampshire Room materials. Items circulate for a specified period based on their format, content and demand.

<b>Material Type</b>	<b>Loan Period</b>	<b>Limit</b>	<b>Renewals</b>	<b>Late fee per day per item</b>	<b>Maximum late fee per item</b>
Audiobooks	3 weeks	10	1	none	none
Book	3 weeks	50	1	none	none
DVD/Blu-ray	2 weeks	6	1	none	none
Magazines	2 weeks	25	1	none	none
Juvenile Magazines	2 weeks	25	1	none	none
Great Courses	3 weeks	10	1	none	none
Board and Card Games	2 weeks	10	1	none	none
Children's Musical Instruments	2 weeks	10	1	none	none
Juvenile Book Bags	2 weeks	10	1	none	none
Puzzles	3 weeks	10	1	none	none
Library of Things Items	see below	see below	see below	see below	see below

A valid library card must be on file but is not necessary for the circulation of materials; Pease Public Library card holders may present valid photo identification in lieu of their library card.

Email notification: Patrons listing email address in Evergreen will receive notification three days prior to due date to allow for renewal of materials. Email will contain a list of item material titles.

### **Library of Things:**

Library of Things items are allowed to circulate outside the library building. All items must be checked out by Pease Public Library cardholders ages 18 and older. Items with \* next to them have specific forms or waivers that need to be filled out before check out.

<b>Material Type</b>	<b>Loan Period</b>	<b>Limit</b>	<b>Renewals</b>	<b>Late fee per day per item</b>	<b>Maximum late fee per item</b>
e-Readers	2 weeks	1	1	\$1.00	\$10.00
Chromebooks*	2 weeks	1	2	\$5.00	\$10.00
Mobile Hotspots*	2 weeks	1	2	\$5.00	\$10.00
iPads*	2 weeks	1	2	\$5.00	\$10.00
Telescope*	1 week	1	1	\$1.00	\$10.00
Sewing Machines*	3 weeks	1	1	\$5.00	\$10.00
Kill-A-Watt Detectors	2 weeks	1	1	\$5.00	\$10.00
Soldering Irons*	2 weeks	1	1	\$5.00	\$10.00
Dremels*	2 weeks	1	1	\$5.00	\$10.00
Podcast Kit*	3 weeks	1	1	\$5.00	\$10.00
Ring Light Stand	3 weeks	1	1	\$5.00	\$10.00

### **Museum Passes:**

The Pease Public Library makes a limited number of passes available for free. One pass may be used per day per family. Passes can be reserved one month in advance by telephone or in person by cardholders of the Pease Public Library. Passes can be checked out one week in advance of the date to be used, depending on the pass.

### **Reserving Items:**

Requests (Holds) may be placed on any circulating item either on the shelf or checked out via the online catalog, in person, by phone or by email. Requests will be met in the order in which they were placed. Patron will be notified when material is available via e-

mail, text message or telephone call. When a patron fails to retrieve a requested item that is available within five days, the library reserves the right to pass the item on to the next patron on the request list or return the item to the shelf.

### **Interlibrary Loan:**

When an item is not available at the Pease Public Library or electronically through the online catalog, it may be requested from other libraries through the Interlibrary Loan process. The Pease Public Library will borrow materials from other libraries upon request of a Pease Public Library cardholder as long as the Pease Public Library does not own the item. Five items may be requested through the interlibrary loan system at one time. New materials published less than six months from the request date generally cannot be requested.

The Pease Public Library does not impose a fee for borrowing materials through interlibrary loan from other libraries in New Hampshire.

Materials borrowed through interlibrary loan follow the same circulation rules as Pease Public Library materials of the same kind.

### **Renewals:**

The due dates of materials can be extended by renewal with the exception of interlibrary loan materials (materials borrowed from other libraries for a patron's use) and materials placed on hold by another person. Items can be renewed one time by accessing the library's online catalog, in person, by email or by telephone.

### **Returning Materials:**

Library materials may be returned to the Circulation Desk when the library is open or in the book drop located next to the main entry. The book drop at the library is emptied prior to opening and periodically throughout the day.

### **Overdue Materials and Fines:**

Library materials are overdue when they remain out past the due date without return or renewal. Overdue fines begin accruing the day after the item is not returned.

The process of notifying patrons of overdue materials follows as below:

A first overdue notice is sent seven (7) days after the due date by email or mail.

A second overdue notice is sent fourteen (14) days after the due date by email or mail.

A third notice/bill is sent 28 days after the due date resulting in a final bill emailed or mailed to the patron.

Materials are placed in Lost Status at 28 days overdue.

### **Lost/Damaged Materials:**

Library cardholders will be held financially responsible for materials checked out on their card which are lost or damaged to the extent that they will not remain in the library's collection. Cardholders will be required to refund the library for the cost of the item, as well as a processing fee of \$5 per item. Materials not returned to the library three (3) months from the due date will be considered lost.

Items which are damaged but repairable may be assessed a materials fee at the discretion of the library staff. When the library is able to replace a part of a lost or damaged item (example: one disc of an audiobook), the patron will be assessed a charge based on the replacement fee rather than the purchase prices of the entire item.

The library may accept replacements in lieu of payment for lost or damaged materials if the item has not been replaced by the library and the replacement is a new exact (same ISBN) copy of the item lost. Patron must still pay the library's process fee of \$5 for the replacement.

At the discretion of the Library Director, lost charges for items which are later found and returned may be refunded if a replacement has not been purchased.

Materials received through interlibrary loan will follow the replacement schedule of the lending library. Some libraries may choose to accept a replacement item while others will only accept the cost of the lost item and a processing fee.

Patrons with lost items on their account must make restitution for the item, either by paying for the item or with an exact copy replacement. Accounts with lost items will be blocked from checking out materials until lost items are returned or paid for.

PSU students who do not return items will be placed on hold at PSU until the lost item is returned or paid for. The PSU student hold will block the student from being able to request official transcripts. Once the student pays for the lost or damaged material, the PSU office will be contacted to remove the hold from their account.

**Returned Checks Policy:**

For all checks received by the library which are returned to the library for non-sufficient funds, the library will charge the writer of the check a \$25.00 fee to cover bank charges the library incurs.

When a returned check is received, the librarian will reinstate the fine amount on the patron's card and will create a \$25.00 fee on their account which will need to be paid before they are able to borrow materials from the library.

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