

WIGGIN MEMORIAL LIBRARY
CIRCULATION POLICY

A. Library Borrowers

1. All borrowers must register for a library card by providing identification and/or proof of eligibility. Examples of acceptable forms of identification include: a driver's license, bank statement, automobile registration, and utility or tax bills. Children ages 5 - 11 may register for a library card with a parent/guardian present, whose identification can be used for proof of residency. Children ages 12 and older may register independently with a student ID and proof of address. Library cards are active for a period of three years, at which time they will need to be renewed. Online library card applications are good for 30 days. After that, patrons will need to come in to renew the card in person and confirm their information.
2. All borrowers' library cards are protected according to NH RSA D:11* and library policy, regardless of age. Borrowers can grant permissions to others to access materials on their behalf by notifying a staff member who will record the authorized person's name in their patron record.
3. The following are allowed cards at no cost:
 - a. Residents of Stratham
 - b. Stratham taxpayers
 - c. Stratham business owners
 - d. Teachers at Stratham preschools, primary and secondary schools (Renewable annually)
 - e. Students (who meet age requirements) at Stratham primary and secondary schools
 - f. Regular employees of the Town of Stratham
4. Non-resident cards are available at a fee for a duration of six or twelve months. The annual cost will be reviewed at the discretion of the Library Director and set based on the per capita portion of the Town's operating budget which supports the library.

B. Loan Periods:

Item type	Loan Period	Number of Renewals (if item is not on hold)	Renewal period
Movies	Seven (7) days	2	1 week per renewal
Magazines	Seven (7) days	2	1 week per renewal
TV Series	Fourteen (14) days	2	1 week per renewal
Fiction / Nonfiction	Twenty-one (21) days	2	2 weeks per renewal

New Fiction (new for three months)	Fourteen (14) days	2	2 weeks per renewal
Lucky Day	Fourteen (14) days	None	none
Devices and Equipment	Twenty-one (21) days	2	1 week per renewal

1. E-books and Electronic Resources: loan periods are set by the vendor and vary by resource.
2. New fiction (up to three months old) and Lucky Day materials circulate for fourteen (14) days. All other circulating materials are loaned for twenty-one (21) days.
3. Loan lengths for special collections may be changed based on demand, topic, usage, etc.
4. Item loan lengths are considered to end at closing time on the final day of the loan period. If the library is closed on that day, items are due back by closing of the next day of operation.

C. Non-Circulating Materials:

1. Reference materials do not circulate.
2. The library will provide reproduction capabilities for non-circulating materials at a fee that does no more than recover the cost of providing reproductive services.

D. Teacher privileges:

1. Teachers are allowed loan periods of fourteen (14) days for movies and music CDs and thirty (30) days for other materials used in their work.
2. Non-classroom materials are subject to regular loan periods.

E. Renewals:

1. No material may be renewed if another library user has reserved it.
2. No materials may be renewed more than 2 times without approval by the Library Director or Assistant Director.

F. Fines/Charges:

1. Overdue fines will not be charged for items returned later, with the exception of circulating devices and equipment; patrons will be charged for replacement of damaged, lost, or otherwise unusable materials.

G. Suspension of Privileges

1. Library borrowing privileges will be suspended if library materials are not returned or renewed, or if replacement cost for an item has not been paid.
2. Suspension will be lifted when the relevant matters have been resolved based on library policy.
3. Library borrowers may appeal a suspension of privileges to the Board of Trustees.

H. Limits:

1. The Director may impose limits on the number of related materials loaned to one library borrower when:
 - a. a collection is too small to answer demand;
 - b. a teacher has requested that materials be placed in a special collection for student use;
 - c. interest creates a temporary increase in demand on one part of a collection;

- d. risk/cost of excessive loss is prohibitive.
2. Only library users ages 12 and up may borrow circulating equipment.
3. The Director or Assistant Director may waive limits in specific cases and/or give other staff this authority.
4. All limits are subject to review by the Board of Trustees.

I. Reserves:

1. Library users may reserve materials currently borrowed by another library user.
2. The first person reserving is the first person to be contacted when the item becomes available.
3. Items "On Hold" will not be retained for the borrower indefinitely. If the item is not claimed within the allowed time set by procedure, the hold will expire.

201-D:11 Library User Records; Confidentiality. –

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

Signatures of the Board of Trustees indicate adoption of this policy.

Connie Gilman, Trustee Date: Nov 22, 2023

Connie Gilman

Veronique Ludington, Trustee Date: Nov 28, 2023

Veronique Ludington

Ana Makabali, Trustee Date: Nov 22, 2023

Ana Makabali

Adrianne Sherry, Trustee Date: Nov. 28, 2023

Adrianne Sherry

_____, Trustee Date: _____

Susan Wilbur