

WIGGIN MEMORIAL LIBRARY
CIRCULATION POLICY

- A. Library Borrowers:
1. All borrowers must register for a library card.
 2. All individual borrowers' library records are protected according to NH RSA 202 D:11 and library policy.
 3. The following are allowed cards at no cost:
 - a. Residents of Stratham
 - b. Those who own a business in Stratham
 - c. Teachers at Stratham preschools, primary and secondary schools
 - d. Students (who meet age requirements) at Stratham primary and secondary schools
 - e. Regular employees of the Town of Stratham
 4. Non-resident fees will be reviewed at the discretion of the library director and adjusted according to the per capita portion of the Town's operating budget which supports the library.
 5. When registering, a borrower may be asked for appropriate identification and/or proof of eligibility.
 6. Card Types: (please see procedures for complete card details)
 - a. Adult Resident
 - b. Child Resident (Ages 8-13)
 - c. Child Resident w/Movie Permission (Ages 11-13)
 - d. Teen/Youth Resident (Ages 14-17)
 - e. Teacher
 - f. Non-resident Adult
 - g. Non-resident Taxpayer
 - h. Non-resident Business Owner
 - i. Non-resident Student
 - j. Non-resident No Charge
 - k. Staff
 - l. Interlibrary Loan Library
- B. Loan Periods:
1. Movies are loaned for seven (7) days.
 2. Electronic devices are loaned for twenty-one (21) days.
 3. E-books and Electronic Resources: loan periods are generally set by the vendor and vary by resource.
 4. All other circulating materials are loaned for fourteen (14) days.
 5. Loan lengths may be extended by the director or assistant director due to inclement weather, holiday closings, item details, or other extenuating circumstances.
 6. Loan periods are considered to end at closing time on the final day of the loan period. If the library is closed on the final day of the loan period, 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 (including but not limited to photocopying and printing) at a fee that does no more than recover the cost of providing reproductive services. This cost is to include the purchase price, supplies, and maintenance of equipment.

WIGGIN MEMORIAL LIBRARY
CIRCULATION POLICY

- 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 material may be renewed more than 6 times without approval by the library director or assistant director.
- F. Fines/Charges:
1. Overdue fines will not be charged for items returned late. A donation receptacle will be available at each circulation desk.
 2. If an item is overdue and cannot be renewed due to the 6-renewal limit, library circulation privileges will be suspended until item is returned or the replacement cost is paid.
- G. Suspension of Privileges:
1. Library borrowers may appeal a suspension of privileges to the board of trustees.
 2. Suspension will be lifted when the matters causing suspension have been resolved according to library policy.
- 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 an unnatural demand on one part of a collection;
 - d. risk/cost of excessive loss is prohibitive.
 2. Only library users with adult or youth borrowers' cards may borrow movies; library users aged 11-13 may borrow movies with a signed parental permission form on file at the library.
 3. Only library users with adult borrowers' cards may borrow museum passes.
 4. Only library users with adult or youth borrowers' cards may borrow electronic devices.
 5. The director may waive limits in specific cases.
 6. 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 called 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 next borrower on the reserve list will be called. The original borrower will be placed at the bottom of the reserve list. If there are no other reserves, the borrower's reserve will be deleted and the item will be returned to the shelves.

WIGGIN MEMORIAL LIBRARY
CIRCULATION POLICY

Signatures of the board of trustees indicates adoption of this policy.

A. Gordon Popkin

, Trustee Date: 5.10.16

[Signature]

, Trustee Date: 5/10/2016

JM Dyer

, Trustee Date: 5/10/16

[Signature]

, Trustee Date: 5/10/16

Constance Aubin-Adams

, Trustee Date: 5/10/16