

WIGGIN MEMORIAL LIBRARY  
CIRCULATION POLICY

A. Library Users :

1. All borrowers must register as library users.
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 or work in Stratham
  - c. teachers and students at Stratham preschool, primary and secondary schools
4. Non-resident fees will be reviewed semi-annually and adjusted according to the portion of the Stratham tax rate which supports the library.
5. When registering, a borrower may be asked for appropriate identification and/or proof of residency and/or proof of age.
6. Card Types: (please see procedures for complete card details)
  - a. Adult Resident/Taxpayer
  - b. Child Resident (Ages 8-13)
  - c. Youth Resident (Ages 14-17)
  - d. Teacher
  - e. Non-resident
  - f. Non-resident Employee
  - g. Non-resident Student
  - h. Staff
  - i. Trustee
  - j. Volunteer

B. Length of Loans :

1. Movies are loaned for seven (7) days.
2. Museum passes that need to be returned are loaned for one (1) day.
3. All other books, magazines, audiobooks, and compact discs are loaned for fourteen (14) days.
4. Loan lengths may be extended by the director due to inclement weather, holiday closings, or other extenuating circumstances, subject to review by the Board of Trustees.

C. Loan Periods :

1. Loan periods are considered to end at closing time on the final day of the loan period.
2. 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.

D. Non-Circulating Materials :

1. Reference materials do not circulate.
2. The library will attempt to provide reproduction capabilities for non-circulating materials (including but not limited to photocopying for reference books and printing for non-circulating CD-ROMs) at a fee that does no more

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than recover the cost of providing reproductive services. This cost is to include the purchase price, supplies and maintenance of equipment.

E. Teacher Privileges :

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

F. Renewals :

1. No material may be renewed if another library user has reserved it.
2. No material may be renewed more than 4 times without special approval by the Library Director or Assistant Director.

G. Fines/Charges:

1. Overdue fines will not be charged for items returned late. A "conscience" (donation) receptacle will be available at each circulation desk.
2. Items may not be renewed more than 4 times. If an item(s) is overdue and cannot be renewed due to this limit, library circulation privileges will be suspended until item(s) is returned or the replacement cost(s) is paid.
3. Current trustees and staff are immune to renewal limits.

H. Suspension of Privileges:

1. Library users may appeal a suspension of privileges to the Board of Trustees.
2. Suspension will be lifted when the matter(s) causing suspension have been resolved according to library policy.

I. Limits :

1. The director may impose limits on the number of related materials loaned to one library user when :
  - a. a collection is too small to answer demand
  - b. a teacher has requested that materials be placed on reserve
  - c. interest related to time of year or current events create an unnatural demand on one part of a collection
2. Only library users with adult or youth borrower's cards may borrow movies.
3. Library users in middle school (grades 6-8) may borrow movies if there is a signed parental permission form on file at the library.
4. Only library users with adult cards may borrow museum passes.
5. The director may waive limits in specific cases.
6. All limits are subject to review by the Board of Trustees.

J. Reserves:

1. Library users may reserve materials currently held by another library user.
2. The first person reserving is the first person to be called when the item becomes available.

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3. "Automatic Reserve" lists will be maintained for standing order items. Automatic reserves will be entered when an item arrives and will supersede other reserves placed after an item is cataloged.
4. Library users are notified by phone when an item reserved for them becomes available. The library user then has forty-eight (48) hours (excluding days when the library is closed) to pick up the item.
5. If the item is not claimed within forty-eight (48) hours, the next library user on the reserve list will be called. The original person goes to the bottom of the list.
6. If there are no other reserves, the library user's reserve will be deleted and the item will be returned to the shelves.

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

\_\_\_\_\_, Trustee                      Date: \_\_\_\_\_

\_\_\_\_\_, Trustee                      Date: \_\_\_\_\_

\_\_\_\_\_, Trustee                      Date: \_\_\_\_\_

\_\_\_\_\_, Trustee                      Date: \_\_\_\_\_

\_\_\_\_\_, Trustee                      Date: \_\_\_\_\_