

**SHEDD-PORTER MEMORIAL LIBRARY**  
**Patron Borrowing and Circulation Policy**  
**Approved June 20, 2024**

**Access to Materials**

The Shedd-Porter Memorial Library welcomes all members of the community to use and borrow from its collections and does not restrict access to any materials by any patrons. Free access to the total library is essential to our public library service for the entire community. While we encourage children to use the library, please do not expect the Library staff to act *in loco parentis* in order to limit the materials accessed by minor children.

The Board of Trustees supports the American Library Association Bill of Rights and the American Library Association Freedom to Read Statement.

Anyone wishing to use materials “in-house” may do so at no charge and without a library card. At the discretion of the Library Director and/or Board of Trustees, some exceptions may apply.

**Obtaining a Library Card**

A valid library card is required for the use of our digital services and for the requesting and borrowing of all materials. The cardholder is responsible for the timely return of library materials, as well as charges for lost or damaged materials.

**Residents of Alstead and Langdon**

Residents, property owners, business owners, and employees and teachers of the Towns of Alstead and Langdon are entitled to a library card without charge. Applicants will be asked to provide proof of residency and or property/business ownership. Minors are eligible to receive their own library card at the age of five in the company of a parent or guardian who can provide proof of residency. Those residents aged sixteen and older may secure their own library card. A resident library card is good for one year at which time the resident is asked to verify their residency and contact information for renewal.

**Non-residents**

People desiring a Library card who do not meet the above criteria may purchase a non-resident library card for a fee set annually by the Board of Trustees. Proper identification must be provided. The card is valid for one year from date of payment and can be renewed annually upon payment of the non-resident fee. The fee pays for one card; other family members desiring a card must also pay the required fee unless they meet other non-resident requirements. Non-resident cardholders receive the same benefits of service as resident cardholders.

**Non-resident School-age Students**

School-age students attending any school in Alstead or Langdon who do not live in these two towns may receive a complimentary library card with proof of current year school affiliation. This card will only circulate items from the Shedd-Porter physical collection.

Non-resident students do not have access to our digital resources. This card may be renewed annually with proof of current school year affiliation. A parent or guardian with proper identification, documenting the applicant's legal address, must accompany non-resident minor students. Students aged sixteen and older may secure their own library card with proper identification.

### **Applicant & Cardholder Responsibilities**

It is the responsibility of the cardholder to let the library staff know if there is a change of name, mailing address, email address or telephone number. It is the responsibility of the applicant to provide required documentation when applying for a library card. Library staff will not make phone calls to confirm residency, employment, etc.

### **Checking out Materials**

By borrowing materials from the Library, the borrower is deemed by the Library to have agreed to return the materials to the Library by the stated deadline and in the same condition as they were when borrowed.

Library books, magazines, and Audio CDs circulate outside the building for a period of three weeks. DVDs circulate outside the building for a period of two weeks. DVD checkouts are restricted to eight at a time per patron. There is no limit to the number of books a patron may check out at one time. Renewals for items not on reserve may be made at the library, by phone, e-mail, or online. Library materials may be returned to the Circulation Desk when the library is open, or in the book drop box, located next to the main entry.

### **Reserves/Holds**

Reserves may be made for any circulating materials. This may be done online or in person. Library staff will attempt to notify the patron of the item's availability according to the notification settings selected by the patron for their account.

### **Overdue or Lost/Damaged Materials**

The Library does not charge overdue fines for materials returned late. Courtesy notifications will be sent to patrons in the method selected at the time a library card is requested. Should an item become overdue greater than 45 days, a letter will be sent to the patron at the address on file. Should an item become overdue greater than 90 days, an invoice for the replacement cost of the item will be sent to the patron. The patron's account will become suspended until such time as the invoice is resolved either through payment or return of the materials.

While we understand that accidents can happen, please be courteous and let the Librarian know if an item was lost or damaged. If library materials are lost or damaged, the patron is required to make payment equal to the cost to replace the item(s) as determined by the Shedd-Porter Memorial Library.

### **Inter-Library Loan**

Inter-Library Loan (ILL) for items not owned by the Shedd-Porter Memorial Library is available from other libraries in New Hampshire. This process must be initiated through the Library staff, and all items are returned to Shedd-Porter Memorial Library at the designated time. Inter-Library Loan requests are not possible for titles in the first six months since publication. The lending time period for ILL items is at the discretion of the lending library. Renewals can be requested through Shedd-Porter Memorial Library staff but are also at the discretion of the lending library. If Inter-Library Loan materials are lost or damaged, the patron is required to make payment equal to the cost to replace the item(s) as determined by the Shedd-Porter Memorial Library. At the discretion of the Director, a patron's Inter-Library Loan privileges may be restricted should items borrowed from another library not be returned. Privileges will be returned at the discretion of the Director.

### **Library User Records (RSA 91-A: 5; RSA 201-D: 11)**

Per these state laws, library user records are confidential. The Shedd-Porter Memorial Library complies with these confidentiality laws and will not divulge information to anyone other than the cardholder no matter what their age, including titles of items currently checked out, items that are overdue, or items on reserve for the cardholder, except as pursuant to RSA 201-D: 11 II.

The Shedd-Porter Memorial Library guarantees the confidentiality of your library account per RSA 201-D:11 as it applies to our automated library system and services we provide. However, we cannot guarantee privacy through downloadable services such as OverDrive (NH Downloadables) or Amazon.