

Library Card/Library Privileges Policy

(Combines Who May Use the Library & Circulation Policies)

Statement of Purpose

The purpose of this library is to execute the wishes of the Library's founder and benefactor, James E. Nichols: To "make this Library open and free to all, not only to the residents of the town of Center Harbor, but equally so, to the people and children of the surrounding towns, and that most earnest and cordial welcome may be extended to the summer cottages and visitors." This policy also implements the mission of the James E. Nichols Memorial Library, to provide materials, programs and services to meet the informational, educational, cultural and recreational need of Center Harbor, the surrounding community and its guests and visitors.

Library Cards

All Center Harbor residents, property owners, seasonal visitors, employees working in Center Harbor, and residents of neighboring towns are welcome to apply for a library card by completing and submitting the *Library Card Application Form* to any Library staff member.

Access to Hoopla, NH State Library Downloadable Books, and Kanopy are only available to library card patrons who are taxpayers in the Town of Center Harbor.

All people applying for a library card must present proof of identity and current address such as a driver's license, vehicle registration, tax bill, utility bill, rental agreement or proof of employment.

Library cards must be renewed every two years. Library patrons can renew their cards by visiting the library to verify their information.

Code of Conduct

All library patrons, visitors, and the public are expected to comply with the *Library Users/Patrons Code of Conduct Policy*. Use of the Library and its services may be suspended or denied by the Library Director or The Board of Trustees for good cause. Such causes include failure to return books or other materials, damaging materials, or failure to pay penalties.

Patron Privileges

Patrons may:

- Borrow materials from the Library's Collection, including books, periodicals, and DVD's
- Borrow materials not available in the Library's Collection through the Inter-Library Loan System (ILL)
- Have in-library access to newspapers, reference materials, and items in *Special Collection*
- Access the Library's online catalogue
- Access EBSCO host databases and genealogical databases such as Heritage Quest and Ancestry.com
- Use public computers; personal computers may be used to in the Library
- Access free Wi-Fi

- Copying, printing, and FAX services for a fee
- Attend programs and events offered by the library and other meetings open to the public
- Reserve passes to area attractions
- ***Audio-books and streaming services are available for Center Harbor taxpayers only via NH Downloadable Books, Hoopla and Kanopy.***

Visitors/General Public Privileges

Persons who do not hold a valid library card with the James E. Nichols Memorial Library may:

- Use public computers; personal computers may be used in the Library
- Access free Wi-Fi
- Copying, printing, and FAX services for a fee
- Browse the Library's Collection and the Library's online catalogue
- In-library access to newspapers, reference materials, and items in the *Special Collection*
- Attend programs and events offered by the Library and other meetings open to the public
- Reserve passes to area attractions

Loan Periods

- Books, magazines and audiobooks are loaned for 14 business days and may be renewed for an additional 14 days. Further renewals are at the discretion of the Library staff.
- DVDs are loaned for seven (7) business days. Renewals are at the discretion of the Library staff.
- The Library reserves the right to limit the number of items a patron may have at a given time. No more than 25 materials may be checked out at one time.
- Materials that have been placed on reserve cannot be renewed
- Audiobooks and e-books loaned through the NH Downloadable Book Consortium follow the Consortium's rules
- Due dates and renewals for materials provided through Inter-Library Loan (ILL) are established by the lending library
- Passes to area attractions are issued according to the conditions established by the attractions

Newspapers, reference materials, and items in *Special Collections* do not circulate outside the Library.

Reserves

A patron may request to reserve materials currently borrowed by another patron. The first person requesting the reserve is the first person to be notified when the materials become available. Reserve materials must be picked up within three (3) business days of notification. If the materials are not picked up after three (3) business days, that patron will be moved to the bottom of the reserve list and the next person will be contacted. If no one has requested the materials, the reserve will be deleted. Notification may be made in person, by email, text or phone, and will be documented by staff.

Overdue, Lost or Damaged Material

Rather than fine patrons for overdue materials, the Library encourages patrons to contribute to the donation jar at the circulation desk when returning late materials.

Library staff will notify patrons with materials more than 14 calendar days overdue in person, by phone, or by text or email, and document the notification.

The Library complies with *RSA 202-A:25 Detaining Books*. Library staff shall give written notice, sent by certified mail, to patrons with materials more than 30 calendar days overdue, requesting the return of the materials. The notice shall include a copy of *RSA 202-A:25 Detaining Books*. Any patron who willfully and knowingly fails to return the overdue materials within 15 calendar days after receiving such notice, shall be guilty of a violation and required to pay replacement costs.

In accordance with *RSA 202-A:24 Offenses Against Libraries*, anyone who willfully or maliciously defaces, damages or destroys Library property shall be guilty of a misdemeanor. Such person shall be required to pay three (3) times the amount of the damage sustained and forfeit use of the Library.

Revised & Approved by the Board of Trustees 10/24/2022
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