

Oscar Foss Memorial Library Circulation Policy

Hours of Operation

Tuesday and Wednesday - 10 a.m. to 6 p.m.

Thursday and Friday - 12 p.m. to 8 p.m.

Saturday- 10 a.m. to 1 p.m.

Sunday and Monday - Closed

Library Card Eligibility

The Oscar Foss Memorial Library serves all Barnstead residents free of charge. Registration must occur in person and proof of residency is required. Proof of residency may take the form of a current utilities bill, town tax bill, valid NH driver's license, etc.

Children 6 to 15 years old may be issued their own library card, but they do need to have their parent or guardian's signature on the registration form. The parent/guardian must present a valid library card or valid ID. High school students with a valid ID may be issued their own card.

The library staff must not be expected to act in loco parentis by parents who wish to limit the materials accessed by their own minor children. Parents who wish to limit their own children's materials should accompany the children to the library and supervise the borrowing process. Parents/guardians should not rely on the library staff for such supervision.

Free courtesy library cards are extended to all employees of Barnstead businesses, as well as Town of Barnstead employees and Barnstead school employees. Proof of employment, such as a pay stub or letter on business letterhead, is required at the time of registration and renewal.

Persons who reside outside of the Town of Barnstead may obtain a library card on a fee basis. Yearly membership is \$20 and seasonal (6 months) is \$10.

Responsibilities of Card Holders

A borrower will be held financially responsible for any materials checked out on his/her library card. Library card holders are expected to treat all materials carefully and respectfully. Materials should be returned to the library in the condition in which they were borrowed.

Card holders are also responsible for keeping their patron record accurate and up-to-date. Change of name, phone number, address, and e-mail should be reported to library staff.

Checking Out Materials

A valid library card should be presented at the time materials are checked out. Library staff may ask for a form of identification if a patron does not have his/her library card at the time of checkout. Patrons with late fees in excess of \$3.00 must make a payment to bring their account balance below \$3.00 to check out materials.

Renewals

All materials with the exception of DVDs may be renewed once as long as they have not been requested by another patron. Renewals can be placed in person, online or by phone. Patrons with expired cards, or suspended privileges will not be allowed to renew materials until they are in good standing.

Loan Periods

Adult fiction and non-fiction	30 day loan period
Children and young adult fiction and non-fiction	30 day loan period
Magazines	14 day loan period
Audio books	14 day loan period
Music	14 day loan period
DVDs	7 day loan period
New Release DVDs	3 day loan period

Late Fees and Overdue Notices

The fines for DVDs are 50 cents per day per DVD after a one day grace period. Only two DVD's may be checked out to a patrons account, with a limit of 5 DVDs per household.

For all other materials fines will accrue at a rate of .05 per day for each item that is overdue after a one day grace period. Weekly phone calls and/or email notices will be sent to patrons with overdue materials when the materials become more than seven days overdue for a period of three weeks. A billing notice will be mailed when the materials become more than one month overdue.

Borrowing privileges will be suspended when a billing notice is sent. As soon as the materials are returned and a minimum overdue fee is paid, the suspension will be removed.

Overdue fines are not to exceed \$3.00 per patron, or \$20.00 per household. If more than \$3/patron or \$20/household is owed, a minimum payment must be paid to stay under the limit. E-mail notification for overdue materials is available if a patron signed up for it prior to borrowing materials.

If materials are two months or more overdue, the library follows New Hampshire RSA 202-A:25, which stipulates that written notice is sent to the patron about the overdue items via certified mail. The patron has 15 days from the date of the notice to return the items or pay for them. When a certified letter is sent, a \$7.00 fee will be assessed to the patron's library card to cover the certified mailing cost and a portion of the overdue processing cost. After the 15 days the library can turn the collection of the items and the fee over to the local police and the patron could be charged with a violation because he/she is failing to return public property. The library will pursue police assistance at the discretion of the Library Director.

Payment of late fees may be made by either cash or personal check. A fee of \$25 will be billed to the patron if a check is returned to us by the bank.

Lost/Damaged Materials

Library cardholders will be held financially responsible for materials checked out on their card which are lost or damaged to the extent that the materials cannot remain in the Library's collection. Cardholders will be required to refund the Library for the cost of the item, which can be accessed by Library staff through the Library's circulation software. Patrons may keep damaged materials once the refund cost has been paid to the Library.

Patrons who lose or damage inter-library loan materials will be expected to pay any bills issued by other libraries for those materials. The Library reserves the right to suspend patron privileges until any bills from other libraries are paid in full.

At the discretion of the Library Director, the library will accept replacements in lieu of payment for lost or damaged materials. Lost charges for items which are later found and returned will only be refunded at the discretion of the Library Director.

Reserving Materials

Patrons may place requests for library materials that are in use. These requests can be made in person, by phone, or by e-mail. Requests will be met in the order in which they are received. Patrons will be notified by telephone when their requested item is ready for them to pick up.

Patrons may also request materials that can be obtained through Inter-Library Loan (ILL). These requests can be made in person, by phone, or by e-mail. Requests can take up to two weeks or more for processing. ILL materials arrive at the library via the New Hampshire State Library van service on Thursdays. Patrons with an ILL request will be notified by telephone when their item is ready to be picked up. ILL reserve materials will be held for two weeks. After the first week, a second call will be made to the patron, asking them to pick up their reserve materials. Materials will be returned to the lending library if they are not picked up at the end of the two week period. No more than three (3) Inter-library Loan items may be checked out by a patron at the same time.

Reserved materials owned by the Oscar Foss Memorial Library will be held for seven days (one week) Patrons will be notified via a phone call. If the item is not picked up after the allotted time it will be given to the next patron on reserve or put back in the stacks.

Returning Materials

Library materials, including Inter-Library Loan materials, should be returned to the library's circulation desk during open hours. When the library is closed, all materials may be returned using the library's book drop. All materials will receive one (1) grace day after due date.

Library User Records

In accordance with NH RSA 91-A:5 and RSA 201-D:11, library user records are confidential. Oscar Foss Memorial Library employees will not divulge (except to the library card holder) titles that are currently checked

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out, items that are overdue, or materials that have been requested by any library card holder unless compelled to do so by a process, order, or subpoena authorized by a federal, state, or local legislative or judicial power.

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