# Stephenson Memorial Library

761 Forest Road
Greenfield, NH 03047
Tel: 603-547-2790
Email: director@stephensonlibrary.org


## Circulation Policy

**Purpose Statement:** The purpose of this policy is to protect taxpayers' assets and to encourage patrons to establish responsible borrowing habits.

1. The Stephenson Memorial Library abides by the ALA Library Bill of Rights and will not censor or restrict patron access to any information or library materials.
2. The Stephenson Memorial Library adheres to RSA 201-D: 11 regarding user record confidentiality.
3. Patrons must be in good standing to check out materials from the Stephenson Memorial Library. Exceptions may be made at the discretion of the library staff.
4. Library materials circulate for two weeks and may be renewed twice if there are no reserves placed on them.
5. Patrons may borrow as many items as desired with the exception of temporary cardholders who are restricted to two items per card. Exceptions may be made at the discretion of the library staff.
6. The responsibility for use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that they may inadvertently come into the possession of children.
7. Patrons in good standing may request Interlibrary Loans with the lending period to be determined by the library staff in order to meet the loan arrangements of the lending library.

### REGISTRATION OF BORROWERS/ISSUANCE OF LIBRARY CARDS

1. Library cards are free for Greenfield residents and non-residents who are employed in Greenfield.
2. Library cards require renewal every 12 months, in order to verify contact information and ensure eligibility.
3. Children ages 5-12 may receive a youth library card with signed registration by a parent or guardian.
4. Teens ages 13-17 may receive or be updated to a teen library card without a parent or guardian's signature.
5. Non-resident library cards have a $25 annual fee.
6. A 30-day temporary library card may be purchased for $5.
7. Borrowers are registered by card number, name, physical address, mailing address, telephone number, and e-mail address.

### RENEWALS

1. Renewals for items not on reserve may be made at the library, by phone, e-mail, or online.
2. Interlibrary materials may be renewed only at the discretion of the library staff in order to meet the loan arrangements of the lending library.

## RESERVES

Reserves may be made for any circulating library materials.

## OVERDUES AND FINES

1. Library patrons with overdue materials may have their accounts blocked until items are returned or an agreed upon resolution is made with the Library Director. Depending on the monetary value and nature of the item(s), further action, possibly including legal action, may be taken at the discretion of the Library Director.
2. Overdue fines are not imposed for most library materials with the exception of movies, equipment and devices. Overdue fines will be set and posted on an annual basis.

## DAMAGED MATERIALS

If library materials are damaged beyond repair, the borrower may be required to pay for the cost of the item or to replace it.

Adopted April 6, 2016 by The Stephenson Memorial Library Board of Trustees.