

# Hebron Public Library Policy

Title: Circulation

Document # HPLP-002-1

Revision: 1

Date Approved: 12-06-2021

## 1.0 Purpose

The purpose of this policy is to define the Hebron Public Library Circulation process for Library cards and borrowed materials.

## 2.0 Responsibility

It is the responsibility of the Librarian, employee(s), or designated volunteers, to carry out this policy.

## 3.0 Policy

### 3.0.1 Library Cards

- A. Residents and taxpayers of the Town of Hebron, NH are eligible for a free Library account with borrowing privileges at the Hebron Public Library. Nonresidents shall pay \$10 per year.
- B. Patrons shall be required to provide identification including proof of residency, fill out an application form with the Librarian, and agree to conform to Library policy.
- C. Each account holder is responsible for any and all checkouts, damaged, lost and overdue items on their account.
- D. Children through grade eight may apply for their own card with a parent/guardian present that signifies that the parent/guardian is accepting responsibility for all materials borrowed on the child's card.
- E. Patron accounts for residents will expire 5 years from activation date with an option for renewal. Patron information will be reviewed at the time of renewal and Library records updated, if necessary.
- F. Courtesy cards may be given at the Librarian's discretion.
- G. Patrons may be required to provide identification when checking out any Library materials.

### 3.0.2 Borrowing Materials (Books, periodicals and DVDs)

- A. Books may be borrowed for 21 days.
- B. Periodicals and DVDs may be borrowed for 7 days.
- C. Materials may be renewed up to 2 times unless it has been placed on reserve for another patron.
- D. Materials may be reserved by patrons either in person, over the phone, online through our website, or by email. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for InterLibrary Loan (ILL) services.

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- E. Patrons can renew their materials by logging into their account through the online catalogue or by calling or emailing the Library.
- F. Generally, reference books do not circulate. Upon request, some reference materials may be checked out and are due on the next day that the Library is open.
- G. InterLibrary Loan (ILL) materials are due on the date indicated by the lending Library.
- H. The Librarian may establish the loan period for special collections, materials that are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.
- I. There is no limit on the number of items a patron can borrow at one time, with the exception of 2 items on a subject for a known school assignment.

### **3.0.3 Overdue or Damaged Materials**

- A. If an email address has been provided, patrons will receive an automated email reminder that Library materials are due to be returned by a specific date. Patrons will receive overdue notices after that date.
- B. Items overdue for over 30 days will automatically be classified as lost.
- C. The Hebron Public Library does not charge overdue fines. However, patrons are responsible for the replacement costs of lost or damaged materials borrowed.
- D. Patron accounts that have one or more items that are damaged or that are 30 days or more overdue will be restricted.
- E. Patrons with restricted accounts will not have borrowing privileges until the issues regarding materials have been resolved.

**END OF DOCUMENT**

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**Policy Approval:**

Hebron Public Library Trustees:

Signature/Date

Gerard Flynn

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Jennifer Larochelle

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