

## Borrowing Privileges

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### Summary

All residents of the Town of Windham are encouraged to use the Nesmith Library.

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### Policy

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Any person wishing to borrow materials from the Nesmith Library must register to borrow and will be assigned a library card. Residents may obtain a library card without charge with proof of Windham residency.

To prevent fraudulent use, lost or stolen cards should be reported immediately to the library circulation staff.

Persons who register to borrow must supply the Library staff with the information requested on the application for registration. Children may register for a library card when they reach five years of age. A Child will need a parent's signature until they are age 14.

Persons who register to borrow and accept the library card issued to them have agreed to abide by the rules, regulations, and all applicable policies approved by the Nesmith Library Board of Trustees and administered by the Library staff.

It is the policy of the Nesmith Library not to reveal the borrowing records, reserve or fine records to any person other than the owner of the library card to which they are assigned. The library recognizes that library user records are protected and confidential by New Hampshire law. (RSA 201-D:11)

A valid library card is necessary to borrow materials, and may be required to register for certain programs.

### Resident Borrowing Privileges

**A. Eligibility.** Residents are defined as persons who own property and pay taxes on property in Windham, NH, and their resident children. Those residents whose primary residence is outside of Windham will be required to supply the library with a permanent mailing address in addition to their Windham address. Persons who do not own property (renters for example) will be considered residents if they have a valid Windham residence and will maintain their residence for a period longer than 3 months.

**B. Duration.** Cards are re-validated every three years.

**C. Loan Periods and Limitations.** Non-reference books, magazines, computer software, and audio/visual materials circulate for a period of two weeks and are renewable 4 times provided no one has requested the material. Loan periods of other materials may vary. Borrowing limits on numbers of items may apply on some materials.

Interlibrary loan allows users to request materials outside our collection. Since interlibrary loan involves other libraries with their own policies and procedures, privileges are available only to users in good standing. If interlibrary loan rules are not followed user privileges may be suspended at the discretion of the library director. Charges may apply for this service. Interlibrary loan periods vary.

**D. GMILCS Common Borrower Privileges.** The Nesmith Library is a member of GMILCS, a multi-library consortium; as such, the Nesmith Library has entered a reciprocal borrowing agreement with other libraries within the GMILCS consortium. As a member, Nesmith cardholders are able to use, free of charge, most services and materials from other libraries in the consortium: Amherst Town Library, Bedford Public Library, Derry Public Library, Goffstown Public Library, Hooksett Public Library, Manchester City Library, West Manchester Community Library, Merrimack Public Library, Wadleigh Memorial Library (Milford), Danforth Library (New England College), and Kelley Library (Salem). Card holders of these GMILCS libraries likewise have free access to Nesmith services and materials.

GMILCS libraries may choose to limit access to certain collections or programs. A valid library card **MUST** be presented to use the service. The policies of the lending library will prevail so patrons should be aware that loan periods, fine schedules, etc., may differ from those at the Nesmith Library. Items may be returned and fines may be paid at any of the participating libraries.

**E. Fines and Payment of Services.** Overdue fines are set at \$.05 per item per day with the exception of museum passes and interlibrary loans, which are \$1.00 per item per day.

The maximum overdue fee per user will not exceed \$2.00 per item. Individuals who either have overdue library materials or owe more than \$5.00 in fine money may be denied borrowing privileges.

The Library reserves the right to charge for services such as photocopying and printing from the computers, or for lost or damaged materials.

### **Non-resident Borrowing Privileges**

The Nesmith Library exists to serve the residents of the town of Windham, NH, as a town tax-supported public library. The Board of Trustees and the staff acknowledge that non-residents may wish to avail themselves of the services offered by the Nesmith Library. The following prescribe the conditions for non-resident use of the Nesmith Library materials and services.

**A. Eligibility.** Non-residents are defined as those persons who do not own property in Windham and do not have a valid Windham mailing address.

**B. Duration.** Cards are re-validated annually.

**D. Non-resident Fee.** A non-resident borrower's card fee is \$75.00 and expires after one year. The non-resident fee of \$75 is for one card per family. Annual renewal cost is \$75.00.

**E. Non-resident Town Employees Courtesy Cards.** Non-resident Town Employees may apply for free courtesy cards. Applicants will be asked to show proof of employment by the Town of Windham. This card entitles non-resident town employees to all the privileges and services of a regular borrower's card. Non-resident Town Employees cards are re-validated annually.

A non-resident Town Employees is defined as anyone not residing in Windham who is employed by the Town of Windham, including the Nesmith Library, the Windham Administrative and

Government Offices, Cable 51 Station, the Transfer Station, the Police Department, the Fire Department, the Planning and Development Department, or the Public Schools.

**F. Corporate Card Policy.** Anyone owning a business in the Town of Windham, NH, is eligible for a free corporate library card. Business owners are defined as persons who own a business and pay taxes to the Town of Windham, NH. This card entitles the business owner to all the privileges and services of a regular borrower's card.

The business owner may, in writing, designate representatives to be responsible for using the card to obtain needed materials. The owner will be held fully responsible for any problems associated with the corporate card's borrowing privileges. This card is not otherwise transferable.

**G. In Library Use of Materials.** Anyone wishing to use library materials within the library may do so at no charge.

**H. Changes.** All fees and borrowing times and limits are subject to review and/or change by the Library Board of Trustees, as they deem necessary.

Adopted October 20, 2015 by the Nesmith Library Board of Trustees.

Reviewed and approved: October 20, 2015 by the Nesmith Library Board of Trustees.