The Smartest Card
Get it. Use it.
@your library

Why buy when you can borrow?
Your public library is a
goldmine of books, magazines,
movies, CDs and other
great stuff.

Need homework help?
Encourage your child to ask
a pro—your librarian.

Free@your library.
Most public libraries provide
computers—and classes—for kids
to use, mom and dad too.

Make learning fun.
Check out reading clubs,
storytelling, movies
and other free programs
for kids and families.

Keep kids reading.
The more kids read, the
better they do in school.
Your library has something
for every age and interest.

Look, Listen & Enjoy.
Borrow films and music for
the whole family.

Bring the whole family.
How many places can you all
enjoy together? For free!

If you don’t see it, ask!
The library may be able to
get it for you.

It’s never too late.
Use the library 24/7 online.

Remember, learning begins at home.
See your library’s parenting
collection for tips on how you can be
your child’s first and best teacher.

Nesmith Library
8 Fellows Road Windham NH 03087
603-432-7154 www.nesmithlibrary.org
Welcome to the Nesmith Library!

The Nesmith Library Board of Trustees, the library staff, and I work hard to provide the highest quality library service, and to make the Nesmith Library welcoming and inviting to you, your family, your friends, and neighbors.

It is our hope that you will look first to the Nesmith Library for your recreational reading, viewing, and listening needs. You will find that the library is a great resource for information. And, the library offers educational and fun events for children and adults (many of which have been made possible by our Friends of the Library of Windham.)

Thank you for registering for your Nesmith Library card. We think of it as the “smartest card” because the library has so much to offer – it’s smart to use it!

Enjoy the Nesmith Library and please, if you have any questions or concerns, speak to me or one of the Nesmith Library staff members.

We want you to enjoy and benefit from your library and we look forward to seeing you soon.

Sincerely,

Nesmith Library Director

The Fine Print

- Please present a valid library card to borrow items.
- A valid card is one that has not expired, has no charges for lost materials, and has minimal fines.
- Loan periods, fines, and borrowing restrictions vary by library. Contact the library for specific information before you visit.
- Fines and charges for lost items will be accepted at the discretion of each library. Checks for lost items must be made payable to the library that owns the lost material.
- Materials may be returned to any participating library, with the exception of Nesmith unusual items.
- No renewals are allowed on materials that have hold requests on them.
- Interlibrary Loans and Museum Passes are only available at your home library.
- Children’s programs that require registration are only available at your home library.

Remember!

Library policies can be found at:

findit.gmilcs.org/polaris/library/policies.aspx

revised 10/27/17
Your valid Nesmith Library card will be honored at any of the following GMILCS libraries:

- AMHERST TOWN LIBRARY
- BEDFORD PUBLIC LIBRARY
- DANFORTH LIBRARY (NEC)
- DERRY PUBLIC LIBRARY
- GOFFSTOWN PUBLIC LIBRARY
- HOOKSETT PUBLIC LIBRARY
- KELLEY LIBRARY (SALEM)
- MANCHESTER CITY LIBRARY
- MANCHESTER WEST SIDE COMMUNITY LIBRARY
- MERRIMACK PUBLIC LIBRARY
- NESMITH LIBRARY (WINDHAM)
- TETI LIBRARY (NHIA)
- WADLEIGH MEMORIAL LIBRARY (MILFORD)

If you are looking for something specific, please call the library to verify lending policies and hours.

**Nesmith Library Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9 a.m. - 8 p.m.</td>
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<tr>
<td>Friday</td>
<td>9 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1 p.m. - 5 p.m.</td>
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</tbody>
</table>

Library closings are posted on our website, Facebook, Twitter, in the library, on WMUR (weather related closures only) and in local newspapers.

**Borrowing Privileges**

Anyone owning property or a business in the town of Windham is eligible for a card without charge. Renters who maintain a Windham address for more than two months per year are also eligible. A non-resident card is available for a yearly fee of $75. Non-resident town of Windham employees may apply for free courtesy cards.

Members of GMILCS* consortium libraries may borrow items through the Common Borrower Card program. (*See inside of back cover for list of GMILCS libraries.)

It is the policy of the Nesmith Library not to reveal the borrowing records, charges, and holds 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)
Check-Out

Please bring your library card with you when you visit the library. All materials are checked out for a two-week period, except for adult DVDs and our “Too Hot to Hold” books, which are loaned for one week. Nesmith items will be automatically renewed provided no one has requested them and there are renewals left on the item. “Too Hot to Hold” books and new DVDs do not renew. Reference books may not be checked out. A drive-up book return (emptied daily) is available in the parking lot.

Charges

The Library is more interested in having items returned for others’ use than it is in assessing fees. To that end, the Nesmith Library is fine free, with the following exceptions: “unusual items” are charged late fees based upon the particular item; interlibrary loans and returnable museum passes have a $1.00 per day late fee; items on our “Too Hot to Hold” shelf go out for one week and have a 25 cents per day late fee.

Lost or damaged items are charged the replacement cost, plus a $3.50 processing fee.

Fees and charges may be paid in the library with cash or check, or online by credit card. A $2.00 service fee will be added to all online credit card payments. The Library is unable to accept credit card payments in person.
**Guide to Call Numbers**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AB/CD</td>
<td>Audiobook on CD</td>
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<tr>
<td>B</td>
<td>Biography</td>
</tr>
<tr>
<td>BB</td>
<td>Board Book</td>
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<tr>
<td>CD</td>
<td>Compact Disk</td>
</tr>
<tr>
<td>CX</td>
<td>Graphic / Comic format</td>
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<tr>
<td>DVD</td>
<td>Digital Video Disk</td>
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<tr>
<td>E</td>
<td>Easy Readers</td>
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<tr>
<td>F</td>
<td>Fiction</td>
</tr>
<tr>
<td>FT</td>
<td>First Teachers</td>
</tr>
<tr>
<td>J</td>
<td>Juvenile (Children’s Room)</td>
</tr>
<tr>
<td>JP</td>
<td>Picture Book</td>
</tr>
<tr>
<td>LP</td>
<td>Large Print</td>
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<tr>
<td>MAG</td>
<td>Magazine</td>
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<tr>
<td>MYS</td>
<td>Mystery</td>
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<tr>
<td>REF</td>
<td>Reference</td>
</tr>
<tr>
<td>SF</td>
<td>Speculative Fiction</td>
</tr>
<tr>
<td>YA</td>
<td>Young Adult</td>
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</tbody>
</table>

Combinations indicate in which collection the item is located, ie:

- J AB/CD is an Audio Book on CD in the Children’s Room
- YA CX is a Graphic Novel in the Young Adult Area

**General Services**

The Library catalog is accessible on the Internet at www.nesmithlibrary.org or through the GMILCS consortium catalog www.gmilcs.org. Items can be sent here from all GMILCS libraries. If desired materials are unavailable through the GMILCS libraries, patrons may request those items through statewide interlibrary loan.

If an item is already checked out to someone else, then it may be placed on hold. You will be notified when the item is available. Holds will be held for 5 days following notification.

Also available for public use: Internet computers with office functions software; color printer; copy machine; scanner; fax; and online informational resources.

In addition to eight public Internet computers, the Library offers free WiFi access. The Library strongly recommends that you acquire and use firewall software, as the wireless network is not secure. All Library Internet Policies apply to any use of the Internet within the Library. WiFi printing is not available.

The Library carries more than 100 magazine titles. Magazine and journal articles not found in the collection may be available through online resources accessible through the Library website.
Audio Visual materials include music CDs, DVDs, audio books on CD and video games. Use of these materials is at the risk of the user and any damage, perceived or actual to the user’s equipment, is not the responsibility of the Library. Please handle CDs & DVDs by their edges only. Do not touch the surface, and keep disks in their cases when not in use. Always supervise children’s use and report any damaged items to the Library.

The Library also has a collection of “unusual” items for checkout. These items are available for Nesmith cardholders only. They include a telescope, knitting loom, ukulele, metal detector, and more!

Cardholders can borrow e-books and audiobooks directly from our catalog through Cloud Library, or New Hampshire Downloadable Books/Overdrive.

The Nesmith Library’s collections reflect the general interests of Windham’s citizens. The Library does not purchase items of a specialized nature, of limited use, or to fulfill higher education course work.

Museum Passes

The Nesmith Library is pleased to offer museum passes to several museums thanks to the generosity of the Friends of the Library of Windham. Passes are limited to one pass per family per week. Passes may be reserved up to one month in advance. It is a good idea to reserve passes ahead of time, especially for weekend and school vacation week use. Passes can be picked up no earlier than the day before use and no later than 10:00 A.M. on the day of use. Please contact the library if you are unable to use a reserved pass, since others may wish to take advantage of this service. If you reserve a pass and don’t pick it up, you will be considered a “no-show” and will be unable to check out a pass for 2 months.

To reserve museum passes from the library website www.nesmithlibrary.org, look for “Museum Passes.” Search by Museum or date (CALENDAR) click on your choice, then enter your library card to reserve your pass. You will receive an e-mail confirmation of your reservation and an e-mail reminder to pick up your museum pass at the library. Please be sure the library has your current e-mail address on file.

The Library is not responsible for changes in a museum’s rules, or restrictions on pass use.
Children’s Services

A variety of children’s events and activities are offered throughout the year. Check our monthly newsletter or website, or call the library for more information.

Toddler Time is for children ages 18 months to 3 years old accompanied by a caregiver. Story Hour is for children ages 3 through 6 years who can independently participate in an hour of stories, songs, and a simple coloring project.

Children of all ages, toddlers through independent readers, are encouraged to register for the yearly Summer Reading Program. Weekly contests, events, and prizes are offered as reading incentives.

A quiet play area invites in-house use of puzzles, stuffed animals, puppets, and coloring sheets. There are also STEM items for in-house use. These include Snap Circuits and Magformers.

Meeting Rooms

Three quiet study rooms are available for individuals and small groups on a first-come, first-serve basis. In addition, the Library makes available its Multipurpose Room to Windham governmental departments, nonprofit organizations, and community groups that are engaged in educational, cultural, intellectual, and/or charitable activities. A Multipurpose Room Appropriate Use Agreement (available at the check-out desk) must be completed before reserving the room.

Bulletin Board

Announcements of civic or community programs may be displayed in accordance with Library policy. Please leave materials at the check-out desk for posting.
Behavior

Shirts and shoes must be worn in the Library.
Pets are not permitted in the Library, except for service animals.
Smoking is not permitted in the Library.
Food (including gum) is not permitted in the Library, however, drinks in spill-proof mugs or sports bottles are permitted. No food or drinks are allowed in the History Room.

Please restrict cell phone use to the lobby or outside. Use inside voices and quiet behavior as a courtesy to other library users.

All children under age 10 must be accompanied and adequately supervised by an adult at all times.

Children, ages 10 to 13, may be left unattended for no more than one hour. A parent or other designated adult must stay in the Library during Story Hours and other children’s events. The Nesmith Library is not responsible for children left unattended on Library premises. Minors left at the library after closing time will be placed in the custody of the Windham Police Department.

Adult Services

Adult events are offered periodically throughout the year, including classes, workshops and presentations. The Library also hosts a knitting group and the Nesmith Library Quilters. Check our website or our Facebook page www.facebook.com/nesmithlibrary for announcements. You can also follow us on Twitter @nesmithlibrary.

Homebound Delivery Services

Delivery service is available to Windham residents who are “homebound.” This may include senior citizens, the physically disabled, or those recovering from an injury or illness. It can be on a permanent or temporary basis. Call the library for more information.