

# Freedom Public Library

## CIRCULATION POLICIES

### WHO MAY USE THE LIBRARY:

1. The Library will serve all the residents of the community. Service will not be denied or abridged because of religious, racial, social, economic or political status; or because of mental, emotional or physical condition; age; sexual orientation; or gender identity.
2. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties; destruction of library property; disturbance of other patrons; or any other illegal, disruptive or objectionable conduct on Library premises.

### LIBRARY MEMBERSHIP:

1. Freedom Public Library membership is open to full and part-time Freedom residents of any age. Residents of neighboring towns may apply as “non-residents.” Currently there is no non-resident fee but a donation to the library is appreciated.
2. A library card application must be completed and signed.
3. Patron accounts must be renewed every two years. Non-resident accounts must be renewed yearly.
4. Patron accounts may be suspended or revoked at the discretion of the Library Director.

### BORROWING:

1. Patrons should present their library cards to borrow materials. The fee for replacement cards is \$1.00.
2. Books, audiobooks, magazines, games and puzzles circulate for two weeks.
3. DVDs circulate for one week.
4. Loan periods for equipment vary.
5. Patrons in good standing may borrow materials through the New Hampshire Downloadable Books Consortium.
6. Due dates for materials borrowed from another library (interlibrary loan) are determined by the lending library.

### RETURNS:

1. During library hours, materials should be returned to the “Return Materials Here” cart beside the circulation desk.
2. After hours, materials should be returned to the book drop, located inside the vestibule at the front of the building facing the road.

### RENEWALS:

1. If no one is waiting for them, library materials may be renewed:
  - a. In person during library hours (T 2-7; W 10-2; Th 2-7; F 12-5; Sa 10-1)
  - b. Over the phone at 539-5176
  - c. By e-mail at [circ@freedompubliclibrary.org](mailto:circ@freedompubliclibrary.org)
  - d. By text at [603-267-4278](tel:603-267-4278) from the mobile phone number in your patron account. Text “renew all” or “renew due” without quotes.
  - e. Online at [www.freedompubliclibrary.org](http://www.freedompubliclibrary.org). Click on “Manage Your Account.” Log into your account (upper right corner.) You will see what you have out and which items you can renew.
  - f. Materials will automatically be renewed up to three times if no one is waiting for them.
2. Renewals for materials borrowed from another library (interlibrary loan) must be requested well ahead of the due date by the Freedom Library staff. It is up to the lending library whether and for how long the material will be renewed.

(OVER)

**OVERDUE, LOST AND DAMAGED MATERIALS:**

1. There are no late fees; however, patrons are encouraged to make a donation to our Conscience Fund, aka “feed the pig.” Suggested donation is .15/day.
2. Patrons are responsible for the replacement cost of damaged or lost materials.
3. If materials are overdue for six weeks or more and the patron has received written notice, the materials are considered lost and the patrons are liable for the replacement cost of the materials. An invoice will be sent via certified mail which will include a list of materials, their replacement costs, and a copy of RSA 202-A:25 on Detaining Books. The patron has 15 days from the date of the notice to return the items or to pay for them. After that time, the library may turn the collection of the materials over to the local police.

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