Freedom Public Library

CIRCULATION POLICIES

Effective date: 6/12/2014 **Amendment and Approval Date: 10/15/2026**

Approved by: Freedom Public Library Board of Trustees

A. Access to Materials

The Freedom Public Library does not restrict access to its materials on the basis of a person's religion; race; socioeconomic or political status; mental, emotional, or physical challenges; age; sexual orientation; or gender identity. Free access to the entire library is essential to public library service for the entire community.

The library adheres to the Americans with Disabilities Act of 1990 that assures equal access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of people with disabilities.

The use of the library may be denied for due cause, such as failure to return or lace library materials; destruction of library property; disturbance of other patrons; or any other illegal, disruptive, or objectionable conduct on library premises.

B. Membership

Anyone wishing to obtain a Freedom Public Library card must complete and sign a library card application

Freedom Public Library membership is open to residents having a permanent address in Freedom, non-resident property owners, students and staff of Freedom Elementary School, and employees of the Town of Freedom.

Patron accounts may be suspended or revoked at the discretion of the Library Director.

Please note that non-resident library patrons, (patrons who do not reside full-time or part-time in the town of Freedom, or do not own property in the town of Freedom, do not own a business in the town of Freedom, or are not enrolled in school or employed by the town of Freedom, do **not have access to Freedom Library Museum Passes (This includes but is not limited to: Squam Lake Science and Nature Center pass, Maine Botanical Gardens pass, Castle in the Clouds pass, King Pine pass, and Mount Washington pass.)

C. Patron Confidentiality

Pursuant to RSA 201-D:11 Patron records are confidential and shall not be disclosed except upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by state and federal statute. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library

materials or services, including records of materials that have been viewed or stored in electronic form.
Patron records and any other Personally Identifiable Information (PII) collected are used solely for library operations. Information listed on patron records, including titles checked out and contact information will be disclosed only to the extent necessary for the proper operation of the library. Information listed in patron records will not be released to any individual outside the organization beyond the cardholder and anyone authorized by said patron to use the card.
The Library works with third-party vendors to provide services including, but not limited to digital collections, online services, streaming services, and more. These third-party vendors may collect and share your information. For more information on these services and the types of data that is collected and shared refer to the Library Policies webpage. You may choose not to use these third-party vendors if you do not accept their terms of use and privacy policies.

New Hampshire's library user records confidentiality law, RSA 201 D:11, protects the privacy of all borrowers, including children, regardless of their age. The records of children who have their own library cards are subject to the same privacy restrictions as the records of adult borrowers, and the library will not share those records with others, with certain exceptions for parents and legal guardians. Parents and legal guardians may be listed as an authorized user on a minor child's library account. Also, pursuant to RSA 201 D:11 lla, parents and legal guardians may request access to a minor child's current borrowing records of printed library materials and audio-visual materials.

The American Library Association includes Privacy and Confidentiality as a Library Core Value. "Privacy is essential to the exercise of free speech, free thought, and free association. Lack of privacy and confidentiality chills people's choices, thereby suppressing access to ideas. The possibility of surveillance, whether direct or through access to speech, research and exploration, undermines a democratic society. In libraries, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others."

D. Borrowing

Patrons should present their library cards at checkout. The replacement fee for a lost library card is $1.

- Books, audiobooks, games, and puzzles circulate for three weeks.
- DVDs, magazines, and items in the library's "Library of Things" circulate for one week.
- Due dates for materials borrowed from another library are determined by the lending library.

- Borrowing materials through the New Hampshire Downloadable Library. (Libby)
- Streaming up to 10 titles per month through Kanopy.
- Access to other online services paid for by the Library or the Friends of the Library.
- Material Reservations – The library will reserve up to four(4) items per patron card.

E. Renewals

Books, audiobooks, magazines, games, and puzzles will automatically be renewed once if no one is waiting for them. Patrons are responsible for monitoring the status of items they check out. Items in the library's "Library of Things" cannot be renewed; however, if no one is waiting for them, they may be checked out again. Renewals for materials borrowed from another library must be requested at least one week before the item is due back to the Freedom Public Library. The lending library decides whether, and for how long, the material will be renewed.

F. **Returns**

During Library hours, materials should be returned to the "Return Materials Here" cart located next to the main entrance. The items from the library's "Library of Things" can only be returned during Library hours. Such items should be brought to the circulation desk. Books, DVDs, and magazines can be returned outside of Library hours to the book drop located inside the vestibule at the front of the building, facing the road.

G. **Overdue, Lost, and Damaged Materials**

The library promotes an environment that is free for use. Therefore, there are no imposed fees for overdue items returned. Patrons returning overdue materials may make a voluntary contribution to the piggy bank at the Circulation Desk.

Patrons are responsible for the replacement cost of damaged or lost materials. Materials are automatically considered lost if they are six (6) weeks or more overdue.

Once the library receives the replacement cost of the materials, the damaged or lost materials become the property of the patron. Failure to return overdue items in a timely manner, or to provide payment for damaged or lost materials, will result in a permanent revocation of library privileges.