

Circulation Policy

The Library collection consists of circulating and non-circulating materials. Circulating materials may be borrowed by any registered library user in good standing for the specified loan period. Non-circulating materials may be used by any member of the public in the library but may not be removed from the library for use.

Borrowing Periods

Books, magazines and audios or CDs may be checked out of the library for a two-week borrowing period. Mass market paperbacks located on the spinner racks circulate for four weeks. Videos and DVDs generally have a one-week loan period. An exception to this is made for video sets, which may have a two-week borrowing period.

Renewals

Borrowers may renew library materials for another standard loan period if the materials are not on a reserve list. This may be done by calling the library (603-964-6326) or email circdesk@nhplib.org or by accessing their account from the library's web site. Materials may be renewed for up to two additional loan periods after the initial loan period.

Overdue Charges

The library does not charge overdue fines but will accept voluntary donations to the "conscience jar." An overdue notice is sent after materials are one week late. Damaged materials that can no longer be circulated must be replaced, and borrowers are charged the replacement costs of the materials. Parents or guardians are responsible for fines or charges incurred by their minor children.

Reserves

Library patrons may reserve any circulating materials which are owned but currently on loan to another borrower. Call the library (603-964-6326), stop by the main desk, or email us at circdesk@nhplib.org or go to the library web site to reserve a title.

Interlibrary Loans

The library will attempt to borrow any material not in its library collection or scheduled for purchase, from any lending library in the state. Requests will be made of out-of-state libraries if the patron requires it, but will not be made routinely. Postal charges for delivery or return of ILL materials will be the responsibility of the requesting patron. (See also [Interlibrary Loan Policy](#).)

Eligibility for Borrowing

Any resident, teacher, person working in North Hampton, former Friends of the Library, or taxpayer in North Hampton is entitled to all borrowing services provided by the Library and to a free library card. Proof of North Hampton residency, employment, or taxpayer status must be provided when registering for a library card. Nonresidents may apply for a library card for a \$50 yearly fee. Children under 16 must have a parent or adult guardian sign their registration forms. Children must be in first grade to get a library card in their own names. (See also [Registration of Patrons and Confidentiality of Records Policy](#))

Approved by the Board of Trustees, July 1999, amended October, 2003.

Amended and approved July 2008.

Amended and approved November 2016.
