



Pelham Public Library  
24 Village Green  
Pelham, NH 03076  
Telephone: (603) 635-7581  
[www.pelhampubliclibrary.org](http://www.pelhampubliclibrary.org)

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## Circulation Policy

### Overview:

The Pelham Public Library provides free and equal access to library materials and services to promote lifelong learning.

The library supports the individual's right to have access to ideas and information representing all points of view. The library board has adopted the American Library Association's statements regarding the following: Library Bill of Rights, Freedom to Read, and Freedom to View.

It is the policy of the Pelham Public Library not to forbid or impede the circulation of items from the library collection to any of its cardholders in good standing, whether resident, non-resident, based upon the cardholder's race, creed, national origin, age, place of residence, or other personal criteria.

### Library Card Eligibility:

**Adult Cards:** Residents, 18 years of age or older, and landowners of the Town of Pelham may obtain a library card at no cost. Picture ID and proof of residency are required. This can include a driver's/nondriver's license with a Pelham address, or any bill, checkbook, lease agreement, purchase/sale agreement etc. citing the person's Pelham residency or property ownership. All Adult cards expire and need to be renewed every three years, in order to verify contact information and ensure eligibility.

**Juvenile Cards:** Children between the ages of 6 and 12 who live or go to school in Pelham may obtain a library card with a parent/guardian present. Any material checked out on the Juvenile Card will be the responsibility of the Parent. Juvenile Cards will expire on the child's thirteenth birthday, at which time they should come in to upgrade to a Teen Card.

**Teen Cards:** Teens between the ages of 13 and 17 who live or go to school in Pelham may obtain a library card without parental approval. To receive a card, Teens must provide their school mandated email address, class schedule, school ID, or another form of proof of residency. Teens assume financial responsibility for materials borrowed on their card. Teens who are unable to provide documentation of their proof of residency may register for a card with their parent/guardian present.

**Pelham Employees:** Any non-resident who works in the Town of Pelham may obtain a library card at no cost. Picture ID and proof of employment are required. Cards must be renewed every year.

**Non-Residents:** Adults living outside of Pelham who wish to obtain a library card may do so for an annual fee of \$25.00.

**Self-Registrants:** Residents of Pelham 18 years of age or older may apply online for a library card. These cards will expire one month after initial sign-up, unless patron comes in person to the library with their picture ID and proof of residence. The card will then be renewed and won't expire again for 3 years.

Patrons assume full responsibility for all use made of their library card. By signing the back of the card, the borrower agrees to comply with all library rules and regulations.

Library cards that have been expired and inactive for three years will be deleted from patron database if there are less than \$20 in fines and no blocks on the account.

All patrons borrowing materials must show their valid library card or valid picture ID when checking out material. Library cards are not transferable to others and patrons must use their own card to borrow materials.

If a patron loses their library card, they can request a replacement for \$3.00.

## **Loan Periods and Overdue Fine Calculations:**

### **Books, Magazines, Audiobooks:**

Loan Period: two (2) weeks

Renewals: two (2) renewals are allowed consecutively for each item

No renewals are allowed on Reserved Items

Limit: None

Fine: \$0.15 (fifteen cents) per day, per item.

Maximum Fine: \$10.00 (ten dollars) per item.

Reserves: Yes

### **DVDs:**

Loan Period: two (2) weeks

Renewals: two (2) renewals are allowed consecutively for each item

No renewals are allowed on Reserved Items

Limit: None

Fine: \$1.00 (one dollar) per day, per item.

Maximum Fine: \$10.00 (ten dollars) per item.

Reserves: Yes

### **Interlibrary Loans:**

Loan Period: Determined by the lending library

Renewals: Only if approved by the lending library, please contact the ILL coordinator to request a renewal.

Limit: 5 requests at a time

Fine: \$1.00 (one dollar) per day, per items

Maximum Fine: \$10.00 (ten dollars) per item.

Replacement fees will be charged for lost or damaged items. (See Lost Damaged Items for more details.)

Renewals may be done by telephone or online by logging into your account.

Materials that are on-hold for other patrons cannot be renewed.

Accounts are capped at \$50 for late fines.

The library does not impose a limit on the number of physical items that may be checked out under a single library card at any given time.

### **Reserves**

Patrons may place reserves (i.e. holds) either in person, over the telephone, or from the library catalog. All circulating library materials may be placed on reserve. The borrower will be notified as soon as the reserved material is available for pick-up. Once notified, the borrower has seven (7) days to pick up the reserved item(s).

Most library materials are available to be checked out. Exceptions include newspapers, some reference materials, and professional materials. Upon request, the Library Director may establish the loan period for non-circulating items, special collections, or materials that are temporarily in great demand.

### **Museum Passes**

Museum passes are provided to Friends of the Library (FLiP) members who are up to date on their annual membership fees.

Passes may be reserved up to one month in advance by calling the library or signing up online.

Passes are limited to one pass per family per day.

Please report cancellations to the library as soon as possible.

Each museum has different methods of providing passes. Please call the library if you are unsure of whether you must pick the pass up in person or whether you print it at home.

#### **NOTE:**

Each museum has its own policy governing the number of adults and children that may be admitted with each museum pass. The library assumes no responsibility for the admittance hours, or days of the week the museum is open to the public. For specifics, patrons are encouraged to call the individual museum.

### **Overdue Collection Policy**

#### **Notices and Billing Schedule**

First Automatic Overdue Notice.....2 Days  
Overdue

Second Automatic Overdue Notice.....7 Days  
Overdue

Third Automatic Overdue Notice.....14 Days  
Overdue

Fourth Overdue Notice by Phone Call.....28 Days  
Overdue

Bill for Replacement of Lost Items.....60 Days  
Overdue

Returned Items No Longer Accepted.....90 Days Overdue,  
or the item has already been replaced by the library.

Replacement charges will be waived for lost items returned within 90 days of being overdue in good condition. Patrons will still be responsible for overdue fines associated with lost

items. Items returned after 90 days will not be accepted and patrons will still be responsible for replacement cost.

When the library closes early or is closed for an entire day due to severe weather or other unforeseen reasons, no fines will be calculated on those days. Material(s) that had been due on those days will become due on the next day the library is open for business.

### **Replacement of Lost and Damaged Materials**

If library materials are lost or damaged beyond repair, the borrower may be required to pay for the cost of the item or to replace it. At the discretion of the appropriate department head, the library may accept a replacement copy of a lost or damaged item in lieu of payment.

Patrons who lose or damage a single item in a set, will be responsible for the replacement of the entire set if a single replacement item cannot be acquired.

In the event that a lost item is found after payment, the payment may be refunded only if the item is returned within the 90 day timeframe, and the library has not yet purchased a replacement. Such a refund does not apply to lost interlibrary loan materials that are afterwards found and returned.

The library will charge a \$15.00 fee for any checks returned due to insufficient funds.

### **Claims Returned by the Patron**

Items not found in the library after staff searches are treated as unresolved 'Claimed Returned' issues. Patrons are allowed one unresolved 'Claimed Returned' occurrences within two years. Additional such instances within two years shall be treated as 'Lost' materials and the borrowing patron will be billed for the item.

### **Suspension of Privileges**

The library reserves the right to suspend the borrowing privileges of any patron who fails to return library materials within the specified loan period or who has accumulated \$20.00 (twenty dollars) or more in fines.

Suspended patrons may be reinstated by returning overdue materials or paying for replacements and settling all outstanding fines.

A patron may reapply for a library card five (5) years from the date of an unsettled suspension. The library Director shall then review the application and history of the situation and may elect to restore privileges to the patron.

***Approved by the Board of Trustees***

*September 8, 2004*

*Revised August 12, 2009*

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