

## **Circulation Policy**

Abbott Library, Sunapee, NH

### **A. Library Cards – Eligibility and Registration**

#### **I. Adult Library Card (age 18 and over)**

Individuals who currently live or work in Sunapee, business owners, volunteers of Abbott Library, those attending school in Sunapee, beneficiaries of a property in Sunapee held by a Trust, or those who own property in Sunapee, may apply for and receive a library card. Said property can include dock slips and plots of land. Other eligibility decisions will be at the discretion of the Library staff. The card expires a year after the issue date and must be renewed in person.

To obtain or renew a library card, individuals must provide photo ID or other proof of identification. This proof can include: a bill or payroll check dated within the last 30 days, a current lease agreement, car registration, or other officially dated materials.

In order to facilitate compliance with New Hampshire laws, the date of birth must be filled out.

#### **II. Youth Card (age 17 and under)**

Any youth who is 17 and under and lives or attends school in Sunapee may apply for and receive a library card with consent of their parent/legal guardian. The parent/legal guardian is financially responsible for any lost or damaged materials. The parent or legal guardian will need to sign the application form.

In order to facilitate compliance with New Hampshire laws, the youth's date of birth must be filled out.

#### **III. Non-Resident Card**

Any person living outside of the town limits of Sunapee may purchase a library card for \$40.00. The card expires one year after the purchase date. This card functions as a full service library card.

#### **IV. Temporary Card**

Temporary residents staying in Sunapee can place a \$50.00 deposit to obtain a temporary library card. Examples of a temporary residence may include those staying in hotels, motels, or shelters, or if the individual is a short-term renter or visiting/staying with family.

Patrons holding a temporary card can borrow up to 10 items at a time. Cards cannot be used for eBooks, eContent, Interlibrary loans, or items within the Library of Things collection. Temporary cards can be

issued for a period of not more than 3 months, and must be returned to the Library in order to receive your deposit.

**B. Borrowing**

**I. Checkout Period**

With the exception of newspapers, meeting room audiovisual equipment, launchpads, laptops/tablets/Chromebooks, and items in the non-circulating local history collection, all library materials circulate outside the library building.

The following checkout periods and item borrowing limits apply. For all items below that can be renewed, the renewal will not be permitted if the item is on hold for another patron.

<b>Type of Material</b>	<b>Loan Period</b>	<b>Items Allowed</b>	<b>Number of Renewals Allowed</b>
Audiobooks	14 Days	10	Two
Books	14 Days	50	Two
DVDs	7 Days	10	Two
Games (video, board)	7 Days	3	Non-Renewable
Interlibrary Loan	35 Days	5	Non-Renewable
Kits	14 Days	5	Two
Library of Things*	7 Days	3	Non-Renewable
Magazines	7 Days	10	One
Museum Passes	3 Days	1	Non-Renewable
Music CDs	14 Days	10	One

\*Note that borrowing certain Library of Things items may require staff to view a driver’s license or other government identification and note down the number. Patrons may not be able to borrow Library of Things items until they have demonstrated their library card is in good standing, and have established a responsible borrowing/return record. These requirements are due to and dependent on the value of items.

## **II. Reserving Items**

Requests/holds may be placed on any eligible circulating item via the online catalog, in person, by phone, or by email. Patrons are allowed up to 10 holds at a time. Hold requests will be filled in the order in which they were placed. Patrons will be notified when material is available via email or phone call, as designated by patron preference recorded on their library account. If a patron fails to collect a held item within seven days, the Library reserves the right to pass the item on to the next borrower in the request queue or to return the item to the shelf (or to the home library in the case of an interloaned item).

## **III. Interlibrary Loans (ILL)**

Interlibrary loan is a transaction in which Abbott Library borrows materials from another library on behalf of a patron or another library borrows materials from Abbott Library on behalf of its patrons. ILL serves to greatly expand the range of library materials available to customers without allocating large sums of limited funds for seldom requested materials. Abbott Library affirms that ILL is an adjunct to, not a substitute for, collection development within our organization.

Patrons may request five items at a time per card. Patrons may request ILL items through phone, email or in person. We can only request materials published more than 6 months ago.

ILL items will check out for five weeks, but they cannot be renewed. If more time is needed with the item, a librarian can request a renewal from the lending library, but it is up to the discretion of the lending library to extend the due date.

## **IV. Cardholder Responsibilities (Borrowing, Returning, and Care of Material)**

Patrons are responsible for ALL materials checked out to them and transactions made on their library cards. On the application form, patrons must list those individuals who are authorized to pick up holds on their behalf.

Library users (cardholders) are responsible for the care and return of library materials, and may be charged for lost items or items damaged beyond normal wear and tear. There are no fines or late fees for items returned late. Due to their replacement value, certain items (museum passes, Library of Things items, and board/video games) do have special rules and fines that a borrower must agree to when borrowing these items.

Library materials may be returned at the library's circulation desk during open hours or in the library's book drop. Library of Things items must be returned at the circulation desk, in order to prevent possible damage.

The Library reserves the right to suspend or terminate a library user's privileges for unpaid charges, intentional damage of library property, and/or if the library user has a pattern of causing library property to be lost or damaged.

Library patrons will generally receive a first email overdue notification when an item is two days overdue. A second email notification will be sent to the patron when an item is 14 days overdue. A third email notification will be sent to the patron when an item is 28 days overdue. Library patrons will be contacted regularly when an item is more than five weeks overdue. If an item remains overdue for more than eight weeks the patron's account will be restricted from further use. At the discretion of the Library Director, a notice may be sent by mail with a statement of the New Hampshire Library Law on detaining books and related materials. (RSA 202-A:25)

The Library reserves the right to undertake further collection activity.

Borrowing privileges will be blocked if materials are overdue by more than 20 days and/or when there are unpaid replacement costs on a borrower's account.

#### **V. Access to Materials**

Abbott Library does not restrict access to any materials based on a person's color, religion, national origin, socioeconomic status, gender, sexual orientation, age, or ability. Free access to the whole 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 persons with disabilities.

Anyone wishing to use materials at the library may do so at no charge and without a library card. Some exceptions may apply.

The library staff must not be expected to act in loco parentis by parents who wish to limit the materials accessed by their own minor children. Parents who wish to limit their own children's materials should accompany the children to the library and supervise the borrowing process. Parents/legal guardians cannot rely on the library staff for such supervision.

## **C. Patron Privacy**

### **I. Confidentiality of Library Patron Records**

It is the policy of the Library to protect the confidentiality of patrons to the extent permitted under New Hampshire and federal laws.

New Hampshire laws, RSA 91-A:5 and RSA 201-D:11 Sections I and II protect the privacy of library users. Circulation records and other records identifying the patron by name are confidential. *Note that specific provisions related to RSA 201-D:11 IIa (effective January 1, 2026) are covered below in a separate section.*

Exceptions to this are cases involving subpoenas, court orders or other state or federal statutes. The Library will comply with all lawfully issued court orders and subpoenas properly served upon it, including furnishing documents and materials specifically listed in the court order or subpoena to the appropriate authorities.

Confidentiality extends to information sought or received, and materials used or borrowed including registration records, circulation records, database search records, reference interviews, interlibrary loan records, and all other personally identifiable uses of Library materials, facilities, or services.

It is further understood that compliance with validly issued court orders does not eliminate the right of the Library to challenge their issuance in proper legal manner. The Library will seek the advice from an attorney retained for such purpose, or from legal counsel supplied by the Freedom to Read Foundation, on the scope and content of the applicable laws pertaining to that particular search, and on compliance with the search of Library and patron records.

The Library subscribes to the American Library Association's Code of Ethics. Article III of the Code of Ethics states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

All staff and volunteers are responsible for adherence to these policies and procedures.

### **II. NH RSA 201-D:11 II-a**

Pursuant to NH RSA 201-D:11 II-a, effective January 1, 2026, a parent or legal guardian of a minor may request and receive all library records related to the minor's current borrowing of printed or audio-visual library materials. Once the Request of Minor Records form is completed, and proper verification of identity has been provided, the records shall be made available to either parent or to the legal guardian of the minor when requested by either parent or the legal guardian of the minor. These records shall be provided within five business days.

As outlined in Abbott Library's Request of Minor Records form, the request will need to be accompanied by positive verification of identity. Acceptable forms of verification shall include:

- Government issued ID
- Other ID showing same address as the youth's library card record
- The individual is the person who authorized the youth card (see application on file)
- Court Order
- Birth Certificate with parent named

Library staff will only release information related to an Abbott Library Youth card.

*Approved by the Abbott Library Board of Trustees December 16, 2025*