



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

## **Circulation Policy**

### **Access to Materials**

The Maxfield Public Library does not restrict access to any materials on the basis of a person's race, religion, national origin, socioeconomic status, sex, gender, sexual orientation, or age. Free access to the total library is essential to public library service for the entire community.

Anyone is welcome to use materials "in-house", regardless of their library card status.

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 monitor their own child(ren)'s materials should accompany the child(ren) to the library and supervise the borrowing process.

### **Responsibilities of Cardholder**

Cardholders must use their own library card to borrow material and are responsible for all material borrowed on their cards. The only exception is patrons under the age of 14, for whom a parent or legal guardian is financially responsible. Cardholders may give permission for others to pick up their reserved material and museum passes. Replacement fees for lost or damaged material are the responsibility of the cardholder or, in the case of those under 14, the parent/legal guardian. Library users are expected to treat the library facility, equipment, and materials carefully and respectfully. Materials should be returned to the library in the condition in which they were borrowed.

It is also the responsibility of cardholders to keep their patron record accurate and up to date. Changes of name, phone number, email, and mailing address should be reported to library staff.

### **Library Card Eligibility**

*Adult Cards:* A library card is free to any adult who lives, works, or owns property in Loudon. Proof of residency, employment, or property ownership is required. All Adult Cards need to be renewed three years from the initial date of issue or last renewal.

*Juvenile Cards:* Any child between the ages 6-17, who lives in Loudon, is eligible for a Juvenile Card. A child's birthdate must be listed on their account.

- **Young children:** Ages 6-13 must be accompanied by a parent or legal guardian in order to obtain a card. The parent/legal guardian must sign for the child and assume financial responsibility for materials borrowed on the card. The parents/guardians must present ID (as above).
- **Older children:** Ages 14-17 assume financial responsibility for materials borrowed on their cards. They must present one of the following: a photo ID, class schedule, or paystub/bill/mail.

*Non-Resident Cards:* Non-residents are able to pay a fee of \$40 per year for a library card. Cards will be renewed annually upon payment of the non-resident fee.

*Teacher Cards:* Teachers at Loudon Elementary School, Merrimack Valley Middle School, Merrimack Valley High School, and Benjamin Franklin Academy Charted Public School are eligible for a free Non-Resident Card.

### **Confidentiality of Library Records**

Library records that identify the names of library users with specific materials are considered confidential. These records will not be disclosed to any person, organization, or governmental agency except:

- With the written consent of the patron;
- Pursuant to a subpoena, court order, or where otherwise required by law;
- To appropriate library staff for the purpose of conducting library business.

Effective January 1, 2026, and in accordance with New Hampshire state law, parents or legal guardians of minors may request access to all library records related to the current borrowing of printed library materials and audio-visual materials of their minor children. This applies only to physical items currently checked out and does not include a history of previously borrowed materials. Parents or legal guardians wishing to exercise this right may fill out a *Request for Library Records of a Minor* form (see Appendix). The completed form must be approved by the Director or Assistant Director. Parents or legal guardians can expect to receive these records within five (5) business days.

### **Checking Out Materials**

To ensure compliance with RSA 91-A:5, IV and RSA 201-D:11, I and II, a library card must be presented for the circulation of materials. The presentation of a library card by someone other than the cardholder implies the consent of the cardholder. If a valid account exists, but the library card is not on hand, a valid ID must be presented. Exceptions may be made at the discretion of the Director.

Material Type	Loan Period	Limit	Renewals
Audio Book	14 days	10	2
Books	14 days	30	2
DVDs/Blu-Rays	14 days	10	2
Periodicals	14 days	20	2
ILL	21 days	5	1
Telescope	3 days	1	0
Kits	7 days	2	2
Museum Passes	-	2 per month	0
Library of Things	7 days	2	0
Reference Materials	None	0	0

## **Renewals**

Most items can be renewed twice. Interlibrary Loans can be renewed once. The telescope may not be renewed. If an item is on hold by another patron, the item may not be renewed. Items which are eligible for renewal will automatically be renewed on their due date.

## **Lost/Damaged Materials**

The Maxfield Library does not charge fines for overdue books. However, if an item is more than three (3) months overdue, and the library staff has made at least two (2) attempts by phone or email to notify the cardholder of the overdue item, the item will be considered lost.

Library cardholders, or the listed responsible party for minor cardholders, will be held financially responsible for materials checked out on their card which are lost or damaged to the extent that they will not remain in the library's collection. Cardholders will be required to refund the library for the cost of the item.

Materials received through interlibrary loan will follow the replacement schedule of the lending library. Some libraries may choose to accept a replacement item while others will only accept the cost of the lost item and a processing fee.

Accounts with lost items will be blocked from checking out materials until lost items are returned or paid for.

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Trustee

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Date

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Trustee

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Date

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Trustee

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Date

**Maxfield Public Library**  
**Request for Library Records of a Minor**

*Note: Please complete a separate form for each child for whom you are requesting records.*

I swear and affirm that I, the undersigned, am a parent or legal guardian of the child listed below: \_\_\_\_\_ (name of child) and that I am entitled to receive all library records related to this minor's current borrowing of printed or audio-visual library material pursuant to RSA 201-D:11 II-a.

By completing this Request for Library Records of a Minor form I, the undersigned, am requesting a list of library materials \_\_\_\_\_ (name of child) currently has checked out on their library card with the Maxfield Public Library.

I authorize and request that the Maxfield Public Library produce printed or audio-visual library records currently checked out by \_\_\_\_\_ (name of child) in accordance with RSA 201-D:11 II-a.

I hereby release and waive any and all claims I have or may have in the future against the Maxfield Public Library, its Board of Trustees, employees, and agents from any claims, damages, or liabilities arising from its production of the information requested above and agree to defend and indemnify Maxfield Public Library and its Board of Trustees, employees, and agents from all suits and claims arising from and in any way related to the production of these records to me.

**PLEASE BE AWARE:** Only the Library Director or Assistant Director may review and fulfill requests for the borrowing records of a minor. Upon receipt of a Request for Library Records of a Minor form and verification of parent/guardianship, library staff will immediately generate a report of materials currently checked out. Records will be released to the requestor within five (5) business days, upon approval of the Director or Assistant Director. The requesting parent or guardian listed above may either pick up the list in person at the library or may request to have this list mailed/mailed to them at the addresses provided below. To protect the privacy and confidentiality of all library users, the library will not provide such a list over the phone or to a third party.

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Library Staff Use Only:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Verification of identification for person making the request:

Government issued I.D.

Verification of role of parent/guardian:

Same address as the child

Approved borrower on card

Court Order

Birth Certificate with parent named

Signed for minor's library card