



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 wishing to use materials "in-house" may do so at no charge.

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

Responsibilities of Cardholder

Library cardholders are financially responsible for all items checked out on their card. 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 Resident Cards: Residents of the Town of Loudon, or persons employed in Loudon, are entitled to a library card without charge. Proof of residency or property ownership is required. All resident library cards need to be renewed three years from the initial date of issue or last renewal.

Juvenile Cards: Any child between the ages 6-14, who lives in Loudon, is eligible for a juvenile card. There must be a parent or guardian listed as a responsible party on the child's account.

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.

All library cards receive the same benefits and levels of service regardless of resident and non-resident status.

Checking Out Materials

A valid library card must be on file but is not necessary in-hand for the circulation of materials.

Material Type	Loan Period	Limit	Renewals
Audio Book	14 days	10	2
Books	14 days	30	2
DVDs	7 days	5	2
Periodicals	14 days	20	2
ILL	21 days	5	1
Telescope	3 days	-	0

Renewals

The due dates of materials can be extended twice by renewal with the exception of interlibrary loan materials, which may be renewed once, the telescope, and materials placed on hold by another person. Items can be renewed in person, by email or by telephone.

Lost/Damaged Materials

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

Library 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.

Lost charges for items which are later found and returned may be refunded if a replacement has not been purchased.

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.

Trustee

Date

Trustee

Date

Trustee

Date