

## **Circulation Policy**

### **Who May Use the Library**

---

A. The Canaan Town Library will serve all residents of the Mascoma Valley community, which includes the towns of Canaan, Dorchester, Enfield, Grafton and Orange, New Hampshire. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

C. The residents of the Town of Canaan may take advantage of reciprocal borrowing with the Enfield Town Library and the Grafton Public Library. Interested residents will be allowed to hold a library card to these libraries and will be responsible for using said libraries under all rules and regulations set up by those libraries.

D. To receive a library card to the Canaan Town Library, you must present a valid picture ID showing current address. If ID is not current, person must also show a piece of mail with current address. Patrons under the age of 14 must have a parent or guardian sign library card application.

### **Reference Service Policy**

---

The Canaan Town Library Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);

- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

### **Check Out Limits**

---

- Books: 3 weeks
- Audio Books: 3 weeks
- Magazines: 1 week
- Artifacts: 1 month or 1 week depending on item
- Interlibrary Loan Materials: Check out limit determined by lending library
- Movies (limit of 3 movies at a time): 1 week
- CDs: 3 weeks
- Museum Passes: 3 days

### **Overdue Materials**

---

All materials returned past the due date are subject to overdue fines.

Fine Schedule:

- Books: 5 cents per day that the library is open. \$0.50 maximum
- Audio Books: 5 cents per day that the library is open. \$0.50 maximum
- Magazines: 5 cents per day that the library is open. \$0.50 maximum
- Artifacts: 5 cents per day that the library is open. \$0.50 maximum
- Interlibrary Loan Materials: 5 cents per day that the library is open. NO MAXIMUM.
- Movies: 25 cents per day that the library is open. \$3.00 maximum
- CDs: 5 cents per day that the library is open. \$0.50 maximum
- Museum Passes: \$5.00 per day that the library is open. NO MAXIMUM.

ILL (Interlibrary Loan) Materials have no maximum fine limit. ILL materials do not belong to the Canaan Town Library. There is a possibility that very overdue materials may compromise our borrowing privileges. We encourage patrons to treat ILL materials with respect. Patrons will not be allowed to order or pick up ILL materials that are on hold for them if they have overdue ILL materials on their record.

Lost or damaged materials:

- Patrons will replace any lost or damaged materials. This can be accomplished by paying the total cost of the material, replacing the material with a new copy, or replacing the materials with a suitable, used copy. Lost charges for items which are later found and returned will not be refunded.

Library staff will take time to educate patrons on the why of overdue fines by:

- Offering to give patrons a receipt of materials checked out.
- Reminding patrons they can call and renew materials.
- Reminding patrons that they may renew materials online if they are not overdue or on hold for another patron.
- Reminding patrons that keeping materials past their due date limits the use of that material by other patrons.

Renewals:

- Materials may be renewed twice before patrons must return, giving patrons 9 weeks of check out.
- Library staff will remind patrons of their overdue fines each time they check out materials. Once patrons have accrued \$10.00 of overdue fines, they will be not allowed to check out any materials. This restricted status will remain until the patron pays their fines.

Library staff has the ability to waive fines for patrons in extenuating circumstances.

Approved by the Canaan Town Library Trustees May 18, 2015.

*Adapted from the Outagamie Waupaca Library System*