

Materials Circulation

The Library lends books, magazines, CDs, audiobooks, DVDs, a telescope and other items from time to time.

Loan and Renewal Periods are as follows:

Type of Material	Loan Period	Renewal Period
Books, Magazines, CDs, Audiobooks	14 days	14 days
DVDs	14 days	no renewal
Children's Holiday Books	7 days	no renewal
Telescope	7 days	7 days

Materials which have a renewal period and which are not requested by another cardholder may be renewed three times, either in person, by e-mail (circulationbixby@gmail.com), or by telephone (603-547-2730). Materials that a cardholder may no longer renew, because the maximum number of renewals has been reached, must be returned to the Library.

Loan Limits (Per Card)

Type of Material	Adults	Children	New Items	Limitations
Books (new)	1	2	dated current month	
Books	5	5		2 books per series
Easy Reader Books		no limits		In good standing
Audios (new)	1	1	dated current month	
Audios	2	2		
Videos (new)	1	1	dated current month	
Videos	3	5		
Periodicals	10	no limits		
Telescope				In good standing

Overdue Fines

Cardholders with overdue items will be charged a daily fine, not including days when the Library is closed:

All Items \$.10 per day
Telescope \$1.00 per day

Delinquent Accounts

Cardholder's borrowing privileges will be suspended until all outstanding fines are paid and overdue items are returned.

Cardholders with overdue items who wish to renew those items must first pay overdue fines and return the item to determine if it has been requested by another patron.

Cardholders with items overdue more than 3 months and/or fines exceeding \$20.00 will have their Library account closed and will be billed accordingly.

Book Drop / Media Drop

All items may be returned through the book drop. Audio books must be returned secured with rubber bands.

Damaged Items

Cardholders who return Library material that cannot be easily repaired or cleaned must pay the full list price of the item borrowed. Once paid, the Library cardholder may keep the damaged item.

Lost items

Cardholders have 1 month from due date to find or replace any lost item at which time a replacement cost will be assessed. Overdue fines are applied until the item is returned or replaced.

Returned Checks

The cardholder shall reimburse the Library \$35.00 for any returned check fees incurred.

Suspensions

Upon approval of the Board of Trustees, the Director has the authority to revoke the borrowing privileges of any cardholder who repeatedly abuses Library policies.

Interlibrary Loan

The Library may request books and other Library materials for cardholders through Interlibrary Loan services. An Interlibrary Loan is a transaction in which books, other library materials, or a photocopy of the material is made available by one Library to another upon request or through a vendor. A cardholder can request up to 3 items at one time. A cardholder's Library card must be in good standing, up to date and fine free. Many Libraries place limits on what they will loan; as a result, restrictions may apply.

An Interlibrary Loan Request Form (See Appendix IV) must be completed by the cardholder and approved by Library staff before the request will be sent to Interlibrary Loan services.

The cardholder will be responsible for reimbursing the Library for any charges levied by the lending Library or vendor.