

## **Circulation Policy**

1. Print materials and Television Series DVD sets can be checked out for two weeks. DVDs and Blu-Rays can be checked out for one week. Materials can be renewed, as long as the material has not been reserved by another individual. Renewals may be placed by speaking to library staff in person or via the telephone, e-mail, or through the website.
2. Non circulating collections include reference materials, portions of the New Hampshire Books Collection, and the local history collection. The use of other library materials may be limited when excessive demands of groups or individuals curtail service to the general public.
3. Patrons can reserve library materials in person, via telephone or e-mail. Patrons are notified by phone or e-mail, and the materials are held for one weekday. If reserved materials are not claimed within 3 library business days, the next person on the reserve list will be contacted, or the material will be re-shelved.
4. The Langdon Library fosters an environment that is for free use by its patrons. Therefore, there are no imposed fees for overdue items returned. Lost or damaged materials are to be paid for in full by the patron. Once the library receives the replacement cost of the materials(s), the damaged material(s) becomes the property of the patron.
5. Patrons are notified of overdue library materials. If the patron fails to return the materials after receipt of two notices (one of which was sent by certified mail and contains a copy of N.H. RSA 202-A:25), the matter will be addressed by the Board. In extreme cases, local law enforcement may be contacted to retrieve the library materials. The library may use small claims court, and in this event, will seek from the patron payment of small claims court filing fees in addition to the cost of the library materials.

Reviewed and approved by the board of trustees May 4, 2023