

Patron Card and Circulation Policy

The Library serves all members of the community, including those who live in Gilford, own property within but live outside of Gilford, attend Gilford Schools, or who work in Gilford. Proof of residency is required unless applying for a card by mail in which case the card will be mailed to a street address in Gilford. Non-residents shall be required to pay a fee. Cards will be issued for a three-year period and expunged from our database one year after the expiration date. Cards with no outstanding fines may be renewed.

A. Residency

The following may be considered proof of residency:

- ? A driver's license with a Gilford address
- ? A tax bill, in conjunction with a photo ID
- ? A bank checkbook with name and address, in conjunction with a photo ID
- ? A student ID from a Gilford school
- ? A call to the Gilford Town Clerk or a check online to verify taxpayer
- ? Cancelled business mail to a Gilford street address with a photo ID
- ? A paycheck from a Gilford business with a photo ID

Without proof of residency, a library card will be issued but a limit of 2 items may be checked out. Full privileges will be granted upon proof of residency

B. Patron Cards

There are 5 types of cards:

1. Adult- Gilford residents 18 and older or 14-17 with parental approval.
2. Juvenile- Gilford Residents 5-14. Parents of teens ages 14-18 may decide to limit their children to a Juvenile card.
3. Non-resident- a fee of \$30 for a 2-year period is assessed. The fee shall be collected upon registration and renewal.
4. Temporary- A deposit of \$45 is assessed for one 3-month period. The deposit is returned at the end of the 3-months when all materials are returned with no outstanding fines. A limit of four items may be checked out at any one time. Temporary cards may not be renewed. The non-resident fee applies for those visiting more than 3-months or on a yearly basis.
5. Organizations- A card may be issued to an organization doing business in Gilford. One individual must claim responsibility and sign for the card.

C. Lost or forgotten card

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. There will be a \$1.00 fee charged.

All patrons, adult and juvenile, are expected to bring their library cards with them .

D. Loan Periods

1. 3 weeks for books, 2 weeks for new fiction books.
2. Generally, Reference and NH Collection books do not circulate. Exceptions may be made upon request.
3. Items may be renewed up to 2 times if there is not a waiting list. Videos, DVDS, CD Roms may be renewed only once if there is no waiting list.
4. Current issues of periodicals do not circulate. Non-current periodicals may be checked out for 2 weeks.
5. 2 weeks for audiobooks, music, book CDs, and literacy kits.
6. 1 week for videos, DVDS, and CD-Roms.
7. 3 days for short-loan movies and 5 days for short-loan books.

E. Restrictions

A maximum of 6 dvds is allowed per card.

R-rated videos will not be checked out to borrowers with a Juvenile card.

F. Reserves

Reserves may be placed by patrons either on the web, in person or by phone.

Patrons will be notified via email or phone when the materials are available.

Materials will be held behind the desk for a maximum of 1 week.