



**Leach Library**  
**Circulation Policy**

**I. PURPOSE**

The Leach Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from library staff members and that every patron has clear expectations of their rights as a Leach Library cardholder. As the Leach Library is a member of the Greater Manchester Integrated Library Consortial System (GMILCS), lending GMILCS libraries' policies for circulation duration, fines, and fees will supersede the Leach Library's Circulation Policy.

The Leach Library does not restrict access to any materials on the basis of a race, creed, color, sex, age, national origin, religion, marital status, sexual orientation, gender identity, military or veteran status, physical or mental disability or pregnancy. Free access to the total library is essential to public library service for the entire community.

The library adheres to the Americans with Disabilities Act of 1990 and makes every attempt to accommodate the needs of persons with disabilities with regard to library access.

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.

**II. AUTHORIZED BORROWERS**

The following criteria determine who may borrow materials:

1. Patrons must have a valid Leach Library card to check out items. If a patron does not have their card with them, they may borrow items following the verification of picture ID.
2. Patrons who have a valid library card in good standing (no fines or fees) from any library in the GMILCS consortium may borrow items in person when they present their library card or a current photo ID.
3. Libraries within New Hampshire may borrow items through the statewide interlibrary loan system. Libraries outside of New Hampshire may borrow items on behalf of their patrons by contacting the Reference Department.

**III. LIBRARY CARDS**

The library cardholder is responsible for all materials checked out on their card. No one but the cardholder may use the card without express permission of the cardholder and the library.

## A. Eligibility

### **1. Patrons eligible for a free library card**

All Londonderry property owners, residents of the Town of Londonderry, or anyone employed by the Town of Londonderry or the Londonderry School District are eligible for a free Leach Library card. Library cards can be obtained starting at age zero (0). Parents or guardians must accompany their child(ren) up to age eleven (11) to show proof of residency and sign an authorization card. Minors aged eleven (11) to seventeen (17) must sign an authorization card listing at least one parent or legal guardian at the time of registration. Library cards must be renewed every three years.

Established childcare facilities located in Londonderry may be eligible for a free Leach Library card with Library Director approval.

### **2. Non-resident cards**

Individuals not eligible for a free library card may purchase a non-resident card at the cost of \$60.00 per year or \$30.00 for 6 months. Patrons must provide a photo ID and proof of their home address and mailing address (if it differs from their home address). Non-resident cards expire one year from the date of issue.

The non-resident card fee may increase in future years if the resident per capita support of the library increases.

### **3. Temporary cards**

Temporary cards with different renewal periods and borrowing restrictions may be issued at the Library Director's discretion.

## B. Applying for a library card

Individuals may apply for a library card in person at the library's circulation desks during operating hours. Cards may be issued over the phone or online at the librarian's discretion if the individual applies and presents proof of residency in person within thirty (30) days.

Current proof of residency is required at the time of application. Types of proof include:

- Driver's license
- Photo ID (e.g. passport or school ID)
- Tax receipt (required for property owners)
- Car registration
- Utility bill
- Lease or rental agreement
- Checkbook with imprinted address
- Postmarked mail
- Paycheck stub for Londonderry Town or Londonderry School District employees

## C. Library card renewals

It is the responsibility of the cardholder to keep their patron record accurate and current. Changes of name, phone number, email address, and mailing address should be reported to library staff in a timely manner.

Library staff will confirm cardholders' contact information by requesting proof of residency at the time of renewal. In order to remain an active cardholder, patrons eligible for a free library card need to renew their account every three years, and non-residents need to renew annually.

#### D. Replacement library cards

Lost library cards are replaced at \$3.00 each, payable to the library prior to processing a new card.

### **IV. BORROWING**

#### A. Loan periods

Effective January 1, 2026, most library materials will circulate for three (3) weeks. Exceptions include:

- Non-circulating items, such as reference and historical reference materials.
- Museum passes, which are due the day after use. One-time-use paper coupons do not need to be returned.
- Interlibrary loans, which will vary depending on the lending library.
- Library of Things materials.

#### B. Checkout limits

All active cardholders in good standing (i.e. no overdue fines in excess of \$10.00, no long overdue materials, and no outstanding balance on lost or damaged materials) can borrow any library materials generally unrestricted except for:

- Two (2) item limit per cardholder on a particular holiday or subject during times of high demand at the library staff's discretion.
- Fifty (50) item limit per cardholder to be enforced at the library staff's discretion.
- Limit of three (3) interlibrary loan materials per cardholder.
- Limit of two (2) Library of Things materials per cardholder.

#### C. Reserving materials

Patrons may reserve library materials in person, by phone, or through the library's online catalog. Requests will be filled in the order in which they were placed. Patrons must pick up requested items within six (6) days. After that time, the library reserves the right to pass the item on to the next patron on the request list or reshelve the item. Interlibrary loan items will be held for patrons until the item is due back to the lending library.

#### D. Renewing materials

Effective January 1, 2026, most materials will be automatically renewed once if there is not a hold on the item. Patrons may request one (1) additional courtesy renewal in person, by phone, or by email. Courtesy renewals may be granted at the library staff's discretion. Interlibrary loans may be renewed at the discretion of the lending library. Museum passes and Library of Things materials cannot be renewed.

### E. Returning materials

Library materials may be returned in the library building (during open hours) or in the book drop (available 24 hours). Most materials also may be returned to other GMILCS libraries. Audiovisual and Library of Things materials cannot be returned in the book drop. Patrons are responsible for all items borrowed until they are checked in by the library staff.

### F. Overdue materials

The Leach Library does not charge overdue fines on books or audiobooks. Videos, Library of Things items, and museum passes will be charged overdue fines at a rate of one (1) dollar per item per day. All other materials (e.g. CDs, video games, etc.) will be charged overdue fines at a rate of ten (10) cents per item per day. The maximum overdue fine per item is five (5) dollars or the total cost of the item, whichever is lower. See Appendix A for a complete fee schedule.

Cardholders will be notified if they fail to return library materials by their due date. A first notice will be sent when an item is more than seven (7) days overdue. If the item is not returned, a second notice will be sent two (2) weeks later. A bill for the overdue item will be sent forty (40) days after the item is due. Out-of-print materials will be charged the replacement price or a standard \$30.00 replacement fee.

### G. Lost or damaged materials

Library cardholders will be held financially responsible for materials checked out using their library card. If an item becomes lost or damaged, the cardholder will be required to pay for the item. Payments may be made with cash or check. The library will charge a \$20.00 fee for any checks returned due to insufficient funds.

If the library has already replaced a long overdue item, the patron is responsible for the full cost of that item. This applies to all materials borrowed, including interlibrary loans.

In lieu of payment, a replacement copy in new condition may be accepted at the discretion of the librarian.

## **V. LIBRARY OF THINGS**

The library offers a wide variety of games, kits, equipment, and other items for loan to our patrons. By checking these items out, all patrons must adhere to the following policy:

- These materials may be borrowed by any Leach Library cardholder in good standing.
- Library of Things materials must be returned in clean, working condition with all contents included. It is the borrower's responsibility to review items before returning them to ensure all pieces, components, and instructions are included.
- The patron will be responsible for the item's replacement cost if pieces are missing or the item needs to be replaced.
- Library of Things materials must be returned in person to the Leach Library circulation desk. They cannot be returned in the book drop.
- Library of Things materials are not renewable.
- The loan period for all Library of Things materials is two (2) weeks.
- Library of Things items will be charged an overdue fine of \$1.00 per day.

- Each cardholder may check out a maximum of two (2) items from this collection at a time.
- Holds can be placed on Library of Things materials through the library catalog or by contacting the library.
- By checking out any items from the Library of Things collection, the patron is certifying that they are capable of using that item in a safe and proper manner. The library is not responsible for any injuries, damages, and/or other losses caused by the use of materials.
- The Leach Library reserves the right to refuse the loan of any item at its discretion.
- This is a lending program ONLY. The Leach Library is not responsible for instructing patrons on the use of the Library of Things materials.

## **VI. INTERLIBRARY LOANS**

Interlibrary loan is a nationwide program that allows participating libraries to borrow books from each other for an individual patron. It is a labor-intensive and costly service that the Library Director may decide to suspend or limit in the event of staffing or funding shortages. While requests are fulfilled in about two (2) weeks on average, the library staff cannot guarantee requests will be fulfilled in a specific timeframe.

### A. Borrowing

All patrons requesting interlibrary loan materials must be in good standing (i.e. no overdue fines in excess of \$10.00, no long overdue materials, and no outstanding balance on lost or damaged materials) and abide by the following restrictions:

- Patrons may only request three (3) items not available in the library catalog at one time. Duplicate requests can be resubmitted after three (3) months.
- Patrons may not request new materials published within the last six (6) months through interlibrary loan. New title requests will be considered for purchase according to the library's Collection Development Policy.
- Patrons may request circulating materials such as articles, books, audiobooks, and other audiovisual materials not owned by the Leach Library. Items owned by the library may only be requested at the discretion of the librarian.
- Interlibrary loan materials may be renewed at the discretion of the lending library.
- The Leach Library does not charge any overdue fines on interlibrary loan materials borrowed outside the GMILCS catalog. Fees for damaged or lost interlibrary loan materials are determined by the lending library and are the patron's responsibility.
- Every attempt will be made to fill interlibrary loan requests through the GMILCS catalog or the free New Hampshire Automated Information System (NHAIS) provided by the New Hampshire State Library. If the material is not available in-state for free, the library staff will gather availability and fee information from out-of-state libraries. If there is a lending fee, the patron will be informed and asked if they want to proceed. The lending fee is the patron's responsibility and must be paid before they pick up the item. The library will pay the postage or shipping fee for interlibrary loan transactions.
- Patrons requesting interlibrary loan materials agree to abide by the lending library's restrictions on its use including in-house use only.

## B. Lending

The Leach Library will lend materials to other libraries as well as borrow them. The following guidelines apply to the lending program:

- The Leach Library lends all circulating materials in good condition except for new materials acquired within the last six (6) months, materials in high demand, and museum passes. The Leach Library reserves the right to refuse the loan of any item at its discretion.
- Requests for journal or magazine articles will be filled through the Reference Department if the request complies with copyright law.
- The library accepts requests from other libraries through the New Hampshire Automated Information System (NHAIS) and by email, phone, or ALA request form (emailed, faxed, or mailed).
- The loan period may vary depending on the request, and due dates will be determined by the librarian.
- When material is lost or damaged, the borrowing library is responsible for the replacement cost. A replacement copy in new condition may be accepted instead at the librarian's discretion. Out of print materials will be charged a standard \$30.00 replacement cost.
- The library will pay the postage or shipping fee for interlibrary loan transactions.

## C. Book Discussion Groups

Each Book Discussion Group must fill out the Book Discussion Group Request Form (See Appendix B). These forms are completed in six-month cycles. Request forms for the first cycle (discussions held from January – June) must be completed and submitted to the Interlibrary Loan Coordinator by October 31. Request forms for the second cycle (discussions held from July – December) must be completed and submitted by April 30. Forms submitted after the deadline will not be honored until the next cycle.

Book Discussion Groups may not request new materials published within the last six (6) months. Additionally, some libraries may not lend older materials still in high demand.

Books for Book Discussion Groups may be borrowed for one month and cannot be renewed. The Leach Library does not charge any overdue fines on interlibrary loan materials. Fees for damaged or lost interlibrary loan materials are determined by the lending library and are the individual patron's responsibility.

Each Book Discussion Group must provide a contact person's name, phone number, and library card number. This person must sign the Request Form and serve as the sole contact person for the Group.

## **VII. LIBRARY USER RECORDS**

For adults:

In accordance with NH RSA 91-A:5 and RSA 201-D:11, library user records are confidential. The Leach Library will not divulge titles that are currently checked out, items that are overdue,

or materials that have been requested by a library cardholder to anyone other than said library cardholder without the express written permission of the cardholder.

For minors:

Beginning January 1, 2026, in accordance with NH RSA 201-D:11, II-a, a parent or legal guardian may request library records of their minor child's library account for all print and audio/visual materials currently checked out to the minor child.

A parent or legal guardian requesting access to their minor child's library account must present government-issued identification at the time of the request to verify that they are currently authorized on the library account.

If the parent or legal guardian is not currently authorized on their minor child's library account, then they must provide proof of relationship to the minor child such as a government-issued identification with the same address as minor child, a birth certificate with both the name of the child and parent listed, or court order establishing guardianship. All requests must be made in person by completing the Leach Library Request of Minor Records form.

Leach Library, Londonderry, NH

Adopted by the Board of Trustees on 9/2/2024; Revised 10/23/2024, 11/5/2025

## VIII. APPENDIX

### Appendix A: Fee Schedule

Copies (photocopier)	B&W: \$0.10 per page Color: \$0.50 per page
Copies (printer)	B&W: First five (5) are free then \$0.10 per page Color: \$0.50 per page
Earbuds	\$1.00
Lost or damaged item	Price as marked OR standard item replacement fee
Non-resident library card	\$60.00 per year or \$30.00 for 6 months
Overdue fines	<u>No overdue fines:</u> Books, magazines, CD books, Playaway media players, interlibrary loans, and Great Courses  <u>\$0.10 per item per day (maximum of \$5.00 per item):</u> Equipment (i.e. Playaway Launchpads), music CDs, and video games  <u>\$1.00 per item per day (maximum of \$5.00 per item):</u> Videos, Library of Things materials, and museum passes
Replacement components	CD book case and insert: \$8.00 CD book disc: \$9.99 each CD music case and insert: \$3.00 DVD case and insert: \$5.00 Playaway battery cover: No charge Playaway case and insert: \$6.00 Playaway Launchpad adapter: \$12.99 Playaway Launchpad bumper: \$8.99 Playaway Launchpad case and insert: \$15.99 Playaway Launchpad USB power cord: \$7.99
Replacement library card	\$3.00
Returned check fee	\$20.00
Standard item replacement fee	\$30.00
USB drive	\$4.00

Appendix B: Book Discussion Group Request Form

**LEACH LIBRARY BOOK DISCUSSION GROUP REQUEST FORM**

Name of group: \_\_\_\_\_ Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone number: \_\_\_\_\_ Library card: \_\_\_\_\_

How many regular print books do you need? \_\_\_\_\_

Do you need audiobooks (if available)? Yes No If yes, how many? \_\_\_\_\_

Do you need large print (if available)? Yes No If yes, how many? \_\_\_\_\_

Discussion Group Cycle (*Choose One*): ( ) January-June 20\_\_\_\_ or ( ) July-December 20\_\_\_\_

**January OR July**

Title: \_\_\_\_\_

Author \_\_\_\_\_ Discussion date: \_\_\_\_\_

**February OR August**

Title: \_\_\_\_\_

Author \_\_\_\_\_ Discussion date: \_\_\_\_\_

**March OR September**

Title: \_\_\_\_\_

Author \_\_\_\_\_ Discussion date: \_\_\_\_\_

**April OR October**

Title: \_\_\_\_\_

Author \_\_\_\_\_ Discussion date: \_\_\_\_\_

**May OR November**

Title: \_\_\_\_\_

Author \_\_\_\_\_ Discussion date: \_\_\_\_\_

**June OR December**

Title: \_\_\_\_\_

Author \_\_\_\_\_ Discussion date: \_\_\_\_\_

We have read the Book Discussion Group policy, understand it, and agree to its terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by the Board of Trustees 8/4/04, Revised 1/2/08, 10/5/22