



Lee Public Library

Policy on Use of Materials, Borrowing Limits and Fines

Residents

The Lee Public Library serves all residents of the town of Lee. Those applying for a library card must submit proof of residency and a photo ID. Children of residents may also receive a library card upon request by a parent or legal guardian. Parents who are applying for a card for their child, who do not themselves have a card, must submit proof of residency. As a courtesy, all students registered in the Oyster River School District may obtain a library card.

Property owners who reside outside of town are eligible for a library card. Staff employed by the Oyster River School District may obtain a card free of charge regardless of their town of residency. Proof of employment is required.

Non-residents

Non-residents may obtain a library card for an annual fee of \$30.00.

Part-year residents (e.g. Campers) may obtain a six-month library card for a \$15.00 fee.

Library cards and numbers

All library patrons are assigned a library card. Library cards are valid for one year and must be renewed annually to ensure the information on file is current and correct.

Replacement cards will be issued at a cost of 50 cents per card. Patrons are able to scan their own library card at the checkout desk if desired.

Patron Responsibility

All patrons are responsible for materials checked out on their library card. If a patron lends out their card or checks out items on their card for another person and the items are late or lost, the patron is liable for all charges. Patrons are responsible for the repair, processing and replacement cost for library items returned in damaged condition. The library is not responsible for damages that may occur to equipment in the playing of library DVDs and CDs. Parents are responsible for the replacement costs for overdue or damaged items checked out to their child's card. If a patron's library card is lost or stolen, the patron must immediately notify the library.

Circulation

Books and audiobooks may be borrowed for a period of three weeks. Long playing Audiobooks are borrowed for a period of six weeks. DVDs and magazines may be borrowed for a period of one week. Long-playing DVD sets may be borrowed for three weeks. Extended due dates may be available upon request.

Renewals

Library materials may be renewed, with the exception of items on reserve for another patron. Materials may be renewed over the phone, at the library or via the library's web site. E-readers may not be renewed.



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Damaged library material

Library material must be returned to the library in good condition. Replacement of library material that has been destroyed or damaged by rain, dog chewing, child coloring/tearing of pages or other natural causes shall be the responsibility of the library patron. This does not include normal wear and tear on library material. Once payment has been made, the library material becomes the property of the library patron. No refunds are given. A replacement copy may be ordered once the library has received payment for damaged material. The library may accept a like-for-like replacement copy of the damaged or lost material. If a patron habitually returns material in poor condition, borrowing privileges may be suspended.

Overdues, Fines and Charges

- The library does not charge fines for overdue items. Patrons are welcome to make a contribution to the fine jar for overdue items.
- The Lee Public Library is in compliance with state laws concerning the confidentiality of patron records. Titles of items on loan will only be disclosed to the individual cardholder.
- Overdue notices are sent out monthly and are processed around the 15th day of each month.
- Overdue notices will be mailed to individual cardholders when borrowed materials are two weeks or more overdue, except in the case of e-readers.
- For e-readers a phone call will be made following the first business day the device is due and if the item is not returned within a week, the patron's checkout privileges will be suspended until the device is returned. If the device is not returned the matter may be turned over to the Lee Police Department.
- Patrons will be sent two overdue notices. In the event that library materials are still missing one month after the second notice, patrons will be billed for the replacement cost of each outstanding item. At this point, the patron's checkout privileges are suspended until all materials are returned or the library has received payment for lost items.
- If the materials are not returned within ten days of billing, the borrower may be sent a final billing notice via certified mail. If after another fifteen days the materials are still not returned, the matter may be turned over to the Lee Police Department as per RSA 202-A:25.
- The library is not responsible for undelivered mail. Not receiving or reading an overdue notice is not reason for waiving a patron's restriction status.
- If a patron pays for an item that was damaged or lost, and their payment does not clear resulting in bank fines or charges, the patron is responsible for full payment of those charges or fines.
- Patrons are asked to notify the library if they receive an overdue notice for items they have returned.