

Kensington Public Library Circulation Policy

The Kensington Public Library Board of Trustees welcomes the use of the Kensington Public Library by individuals of all ages. Library cards, with borrowing privileges, will be issued to Kensington residents without charge. Applicants who do not live inside the Kensington town limits may opt to purchase a non-resident library borrower's card for 20.00. This card will automatically expire ONE (1) year from the date of issue.

Children may apply for their own library borrower's card at the discretion of their parent or guardian. Children under 18 years of age must have their parent's or guardian's signature and proof of address to apply for a library borrower's card. A parent's or guardian's signature on a child's application form constitutes permission for the child to have a borrower's card and signifies a willingness to assume financial responsibility for all material checked out on the child's borrower's card.

- **Borrowing Privileges**

Applicants who request a library card from the Kensington Public Library must show personal identification that includes verification of current address. Examples of acceptable identification are a valid driver's license, printed checks, a utility bill, or a current receipt showing the applicant's current address. Upon showing identification, patrons may fill out an application and check out library material immediately.

By signing the application form the applicant agrees to:

- Be responsible for all use made of the library card,
- Obey the rules and regulations of the Kensington Public Library,
- Promptly pay all replacement costs and/or other charges incurred,
- Provide timely notification to the Kensington Public Library of any change of address.

- **Circulating Materials**

Library materials may be checked out for two weeks. There are no limits on the number of items that can be checked out on a borrower's card unless the patron has been delinquent in the past.

It is the responsibility of the patron to be aware of the due date. A due date slip is given at the time of checkout. Reminder calls or emails are done at least once a month. If a patron doesn't respond to these after two tries, a certified letter is sent to their residence informing them of the overdue books and replacement charges. The patron is then marked as "Errant" in their record. Further steps beyond that are up to the library director's discretion.

- **Reserving Materials**

All circulating items may be reserved either by phone, email or through the library catalog. The patron will be notified when the item is available. The patron can request "curbside service" if desired.

- **Renewing Materials**

All items may be renewed by phone, email or in person. An item that has been reserved by another library patron may not be renewed.

- **Inter-library Loan Items**

A patron may request material through interlibrary loan from other New Hampshire libraries when the material is not available at the Kensington Public Library.

- **Damaged Materials**

Patrons will be held responsible for costs for repairing, rebinding, or replacing damaged materials. Charges for replacing damaged materials will be the replacement cost.

- **Suspension of Borrowing Privileges**

If a Kensington Public Library item is overdue for more than 30 days, or an inter-library loan item is overdue for more than 30 days, borrowing privileges may be suspended. Privileges will be resumed immediately when all overdue materials are returned and/or any replacement costs or charges are paid.

Any exceptions to the above procedures will only be at the discretion of the Library Director

Approved by the Board of Library Trustees, November 19, 2021