

EPL BORROWING POLICIES

BORROWING:

1. All library materials circulate for 3 weeks.
2. Items may be renewed once if no other patrons are waiting.
3. Due dates for materials borrowed from another library (interlibrary loan) are determined by the lending library.

RETURNS:

1. During library hours, please return all materials to the circulation desk.
2. After hours, please return materials to the book drop, located on the ramp outside the Children's Room.
3. Telescope, Kill-A-Watt meters, backpack kits and other devices **MUST** be returned to the Circulation Desk during library hours. **DO NOT PLACE IN BOOK DROP**

RENEWALS:

1. Library materials automatically renew once if no one is waiting for them.
2. A second renewal may be initiated by the patron:
 - a. In person during library hours
 - b. Over the phone at 539-1537
 - c. By effinghamlibrary@gmail.com
 - d. Online at <https://effingham.lib.nh.us/>. Click on "Find Books" then "Search Catalog" and log into your library account.
3. Renewals for materials borrowed from another library (interlibrary loan) must be requested well ahead of the due date. It is up to the lending library

whether and for how long the material will be renewed.

OVERDUE MATERIALS:

1. There are no late fees; however, patrons are encouraged to make a donation to our Conscience Jar.
2. If materials are not returned to the library within 60 days of the initial due date, an email reminder will be sent to the patron. After two weeks, if the items are still not returned, a certified letter will be sent to the patron's home address itemizing the missing items and replacement costs.
3. Patrons are responsible for replacing lost or damaged materials, under RSA 202-A:25, which states: "Any person who willfully detains any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film, or other property belonging to or in the care of any gallery or museum of any state, public, school, college, or other institutional library, may be given written notice to return it, which shall bear upon its face a copy of this section, mailed by certified mail to such person's last address or delivered by a person designated by the lawful custodian of such property; and if such person shall thereafter willfully and knowingly fail to return such property within 15 days after such notice, the person shall be guilty of a violation." (Source. 1959, 60:1. RSA 572:42-b. 1973, 532:11. 1996, 33:6, eff. June 23, 1996.)
4. The patron will be charged for replacement and all related collection costs.

The library reserves the right to suspend borrowing privileges for patrons with overdue or outstanding lost or damaged materials.

Amended by the Board of Trustees 9/7/21