

Allenstown Public Library

Circulation Policy & Application for a Library Card

Those entitled to a free library card are adults and children who are residents of Allenstown, businesses located in Allenstown and out-of-town residents who own property in Allenstown. If you are not eligible for a free library card, one may be purchased for \$10 annually.

Minors

A parent or guardian must be with the child when they register and must give permission for the child to have a card. They must agree to allow staff to follow state privacy laws concerning their child's account and understand that access to all library materials is open. Parents are responsible not only for the choices their minor children make concerning the selection of materials and the use of library facilities and resources, but also for communicating with their minor children about those choices. Parents are ultimately responsible for any lost fees or fines that the child may incur. The Allenstown Public Library follows the American Library Association (ALA) statement on library service to minors as well as the ALA Library Bill of Rights available at <http://www.ala.org/advocacy/intfreedom/librarybill>.

Borrowing:

Patrons are responsible for all material checked out to their account.

The circulation period is 14 days. Items can be returned at the circulation desk when the library is open or in the outside bin when the library is closed. Library materials may be renewed unless there is a waiting list for the item.

Inter-library loan (ILL) items that belong to another NH library are subject to the borrowing policies of the library that owns the item. Patrons must return the Inter-library loaned item on the date due.

A patron who loses, destroys or has stolen from him/her any items from the library is liable for its replacement cost, payable to the Allenstown Public Library.

Fines & Limits: Checkout limits are at the discretion of the library staff member. Except in the case of a recalled item, the library does not charge daily overdue fines for materials borrowed from the general collection. If you have overdue materials, your borrowing privileges will be blocked and you will not be able to conduct any library transactions.

Today's Date: _____

Under Age 18 Minor Name (printed) : _____

I give permission for the adult named on this form to have access to my account. I can remove this adult's name at any time. Minor signature: _____

Adult Name (printed): _____

Address: _____

Phone Number: _____

Email Address: _____

Adult Signature: _____

Library card number issued: _____