

## **Madison Library Circulation Policy**

1. All Madison residents, taxpayers, and town, school and Madison business employees may borrow library materials. All users are required to fill out an application for a library card. Summer or seasonal residents are asked to give their permanent address as well as their Madison address.
  - a. Residents age 12 and older are issued Adult library cards.
  - b. Children ages 5-11 are issued a Junior library card. The child's parent/guardian must sign the application accepting responsibility for library materials taken out on the child's card.
2. Other non-residents wishing to borrow items from the library must complete an application and pay \$15.00 annual fee from the date issued.
3. Cardholders of other Northern New Hampshire Library Cooperative libraries (Cook Memorial, Conway, Jackson) may use their home library cards at Madison Library; they do not need a nonresident card. Duplicate cards will not be issued within the cooperative.
4. Lending time is the following: two weeks for books, music, audio books; one week for videos and periodicals; and two days for new videos.
5. A patron who loses or damages library material shall be responsible for the full replacement cost. Patrons shall fill out a borrower's agreement form before borrowing equipment and devices valued at more than \$50.
6. Cardholders who have overdue materials will have borrowing privileges restricted after materials are more than two weeks overdue. See Overdue Policy for overdue notification procedure and rules regarding borrowing restrictions.
7. Parents/guardians are responsible for all library materials checked out on their child(ren)'s card(s).
8. There is a book drop available for the return of library materials when the library is closed.
9. Objections to any library materials will be referred to the Library Board of Trustees. Objections should be submitted in writing using the Request for Reconsideration of Materials form.
10. Public computer use is covered in a separate policy: Madison Library Computer Use.

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