

**Gilmanton Year-Round Library  
Circulation Policy  
Effective.**

**Borrower eligibility**

**A free library card may be issued to any of the following:**

- Gilmanton resident
- Gilmanton property owner/taxpayer
- Individuals who work in Gilmanton
- The non-resident fee is \$30.00 every two years

**Youth Library Card**

There is no minimum age to receive a library card, however, a parent or legal guardian must be present when a child registers for a card. The parent/guardian's presence ensures they are aware of their child's borrowing activity, including notifications regarding lost or overdue materials.

**Loan periods**

- Books (all formats) are 2 weeks and eligible for up to two automatic renewals if there is no waiting list.
- DVDs and Blu-ray are 2 weeks and eligible for up to two automatic renewals if there is no waiting list.
- Audiobook CDs are 2 weeks and eligible for up to two automatic renewals if there is no waiting list.

**Automatic Renewals**

The library's circulation system will automatically renew eligible items up to two times, providing an additional four weeks of loan time, unless the item has been requested by another patron.

**Special Collections**

Loan periods and renewal limits may vary for special collections, equipment, or interlibrary loan materials.

**Fines and fees**

**Overdue Materials**

- The GYRL does not charge daily overdue fines for any materials.
- Patrons are encouraged, but not required, to contribute a food donation to the Gilmanton Food Pantry in lieu of late fees.

**Long-Overdue Items**

- Items that remain overdue for 60 days will be considered lost and billed at the item's replacement cost.
- Library accounts with long overdue or lost items will have borrowing privileges temporarily suspended, including access to physical materials, eBooks, and digital audiobooks through Libby. Borrowing access is restored once the item is returned or the replacement cost is resolved.

#### **Lost or Damaged Materials**

- Patrons are responsible for the replacement cost of lost or damaged items.
- Alternatively, patrons may provide a new or gently used replacement copy of the same title and format, subject to staff approval.
- If a billed lost item is later returned in good condition, replacement charges will be waived.

#### **Account Blocks**

Accounts with outstanding lost items or unpaid replacement charges will be blocked from borrowing until the issue is resolved.

#### **Borrowing limits**

The GYRL does **not** place borrowing limits on any library materials.  
Patrons may check out as many items as they feel they can responsibly manage.