

Pope Memorial Library

Borrowing, Fees & Fines Policy



Material classifications and borrowing periods

- Books and CDs (also called audiobooks)
 - Check out for 3 weeks
- Periodicals:
 - Check out for 2 weeks
- All other DVDs
 - Check out for 2 weeks
- ILL items:
 - Patrons may request up to 3 items at any time through ILL at no cost
- E-Readers, Library of Things and Equipment:
 - Check out for 2 weeks at no cost and must be returned at the circulation desk

Items should be returned at the circulation desk when the library is open.

When the library is closed, patrons can return:

- Books, CDs, DVDs and periodicals in the outdoor book drop. Library of Things items should only be returned to the library circulation desk.

An item can be renewed in person, over the phone, or via email to staff@popelibrarynh.org, and only if there is no reserve on the item.

Payment for Damaged and Lost Items

A library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

- On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
- The library's computer system will notify customers of the overdue materials via email or text, depending on patron preference.
- Patrons with an account balance of \$15 or more shall forfeit borrowing, renewing, internet, wireless, and meeting room privileges until materials are returned or replacement costs are paid.
- Customers experiencing unusual difficulty in returning their materials should contact the library circulation staff.
- Patrons should resolve disputed replacement fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.

Patrons are expected to report damaged materials to the library.

Lost rare and out-of-print books shall be paid for at their fair market value price plus a service charge of \$3.

Approved by the Board of Directors – 8.10.23, amended 12.14.23

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Materials	Daily Fine	Maximum Fine	Default Replacement Cost
Books			\$20
Circulating periodicals			\$5
Interlibrary loans			\$50
Audiobooks			\$50
Book discussion kits			\$200
DVDs			\$20
Kindles and other Equipment			\$100