



Keene Public Library Policies

Borrowing Policy	Adopted: January 25, 2022
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Access to Materials

The Keene Public Library serves all residents of the City of Keene. Service will not be denied or abridged for reasons of religion, race, gender, sexual orientation, social, economic, political status, or age. All are welcome to use the Library's collections within the building. A library card is required to take materials out of the building and access some online resources. It is the responsibility of the parents and guardians to limit their children's access to Library materials if they so choose.

The Board of Trustees shall approve the loan period for all Library materials.

Library Cards

When applying for a library card, the borrower agrees to comply with the Library's rules. This includes returning the materials to the Library by the stated deadline and in the same condition as they were when borrowed.

A specific procedure for issuing cards has been approved by the Board of Trustees and shall be followed by Library staff.

On proper registration, all residents will be entitled to a Library card at no charge in their individual names. The use of this card is not transferable.

At the request of a parent or guardian, a child, at any age, may receive a Library card. A parent or guardian must sign for a child's card until the child reaches the age of 18. The signing parent or guardian is responsible for all materials borrowed on a child's card.

Persons, including spouses and children, residing outside the city limits, but owning property in the City of Keene, shall be considered residents.

Full-time employees of the City of Keene, full-time teachers in the Keene School System working at, and full-time students attending an educational institutions in the City; Library volunteers, and tutors in any Cheshire County literacy program shall be entitled to individual Library cards at no charge.

Institutions and organizations which own or rent facilities in the City are entitled to one Library card in the name of that institution or organization, providing such institution or organization takes responsibility for the use of the card. Individual Library cards are available to non-residents who pay a fee that is set by the Board of Trustees and approximates the cost per Keene resident for Library services as reflected in the City budget. Non-resident card fee will be reviewed on an annual basis. Non-resident institutions and organizations do not qualify to receive non-resident cards.



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Fines and Fees

The Library has the authority to charge borrowers for unreturned, damaged or lost materials, per RSA 202-A:24 and RSA 202-A:25.

Borrowers who do not return materials by the due date shall be charged a daily fine as set by the Board of Trustees. The overdue fine will not include days when the Library is closed. Fines levied under this section shall not exceed the replacement cost for such items. Borrowers who have failed to pay fines over \$10 will be notified of their responsibility and their borrowing privileges will be restricted until fines due are below that amount. When an item is five weeks overdue the account is automatically restricted. Borrowers who have failed to return books or have returned materials which have been damaged will be notified of their responsibility. Charges for non-returned and damaged Library materials will be computed by category by using current price information or list price. The Replacement Fee Charges will be reviewed annually by the Library Finance Committee. If materials are returned, or payment made, library privileges will be reinstated.