

# **Pillsbury Free Library Library Services Policy**

The Pillsbury Free Library serves the community of Warner, New Hampshire.

## **A. Availability of Library Services**

1. Library services will be provided during the hours that the Library Trustees feel best meet the needs of the community and the availability of staff and funds. Hours will be posted at the library and on the library website.
2. Pillsbury Free Library shall be closed as listed in the Personnel Manual and noted on the library website.
  - a. Additional dates for closing may be approved by the Trustees if deemed appropriate.
  - b. The Library Director will propose a calendar of dates annually, and publicize the approved dates.

## **B. Library Cards**

1. A Free Library Card with FULL borrowing privileges and access to all Library services will be available to:
  - a. Residents of Warner
  - b. Temporary residents vouched for by a Warner resident to the satisfaction of the Library Director
2. A Free Library Card with LIMITED borrowing privileges and access to Library services will be available to:
  - a. Warner nonresident tax payers
  - b. Students and teachers in the Kearsarge Regional School District
  - c. Employees of Warner businesses and town departments
3. A Paid Library Card with LIMITED borrowing privileges and access to Library services will be available to:
  - a. Area nonresidents
  - b. Campers and visitors

## **C. Fees and Limitations**

1. Fees to obtain a Paid Library Card:
  - a. Fees are based on the costs of providing library services and to ensure equity with the rates paid by Warner taxpayers through their property taxes or rental rates.
  - b. Annual fees are set and regularly updated by the Library Board of Trustees.\*
    - i. Immediate family members are permitted to share the card if the primary card holder designates the user(s) by name upon registering.
    - ii. Nonresident cards are valid for one year and may be renewed.

*\*Nonresident Library Card fees are currently \$80 per year, as of February 20, 2024.*

2. Limitation of borrowing privileges and access to Library services to all nonresidents include any services that cost the Library on a per use basis, such as, but not limited to:
  - a. OverDrive e-books, e-magazines, and digital audio books.
  - b. Kanopy streaming for films and television series
  - c. Any other additional pay per use service that may be offered by the library
3. Access to services that are not charged to the library on a per-use fee are available to all, including items such as language and genealogy services.

#### D. Library Use and Regulations

1. Use of the Library by anyone, including non-Library Card holders such as area visitors and tourists, includes:
  - a. Library facility and materials within the building
  - b. Programs hosted by the Library
  - c. Computers, Microfilm machines, and Wi-Fi
  - d. Copy Machine and printers, for a fee
2. All Library patrons must comply with the Pillsbury Free Library's rules and regulations.
  - a. The use of the library or its services may be denied for due cause, such as:
    - i. Failure to return books or to pay penalties or fees;
    - ii. Destruction of library property;
    - iii. Disturbing other patrons, or
    - iv. Any other objectionable conduct on library premises as defined in the Code of Conduct Policy and Child Safety Policy.
  - b. For children under the age of 18, refer to restrictions as outlined in the policies:
    - i. Code of Conduct Policy
    - ii. Child Safety Policy
    - iii. Equipment Loan Policy
    - iv. Use of Library Equipment Policy
    - v. Computer Use and Internet Safety Policy

#### E. Review

1. Periodic review will be made of Library services and policy to determine whether the needs of the community indicate that present services should be modified or discontinued or other services should be added.

Adopted by unanimous vote of Board of Trustees 2024-10-22

Edited 2024-10-28 by Dana Myskowski

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