

Operational Policies

Disclaimer: These policies of the Olive G. Pettis Library (hereinafter known as “the Library”) are intended as guidelines only and are subject to change at the sole discretion of the Board of Trustees (hereinafter known as “the Trustees”). It is the responsibility of the Trustees to establish operational policies for the Library. The policies cover all facets of library service and operation, which include the development of all Library assets and collections, the use of the building and materials, and the safety and protection of the staff, patrons, building, and all property relating to it.

Use of the Library – Patrons and Borrowing Policy

The Library offers free public access to all people as follows:

1. Anyone wishing to use materials “in-house” may do so at no charge.
2. Any resident of Goshen may obtain a library card at no charge.
 - A. Proof of residency is required and may be an unexpired driver’s license or photo ID, recently received mail, current year rental lease agreement or utility bill; these must have current street address.
 - B. Anyone under the age of 15 (hereinafter known as “the child”) may apply for a library card. A parent or guardian must accompany the child when they register and must give permission for the child to have a card. The parent or guardian must agree to allow staff to follow state privacy laws concerning their child’s account and understand that access to library materials is open. The library staff must not be expected to act in loco parentis by parents who wish to limit the materials accessed by their minor children. Parents/guardians who wish to limit their own children’s materials should supervise the borrowing process.
 - C. Resident library cards must be renewed every 3 years.
 - D. [Request for Current Borrowing Record of Minors \(ages 5-17\)](#)
3. Any non-resident or any person who is temporarily residing in Goshen (for example, renting a house or camp site for a week or two) may obtain a library card free of charge but will be invited to donate to the Library. Unexpired photo ID required. Non-resident cards will be valid for one year.
4. People who register to borrow and accept the library card issued to them have agreed to abide by the rules, regulations, and all applicable policies approved by the Olive Pettis Library Board of Trustees and Library Manager.
5. Materials may be borrowed or removed from the Library only by individuals who have a library card and only with proper checkout of the materials.
 - A. Books may be checked out for three weeks, except Interlibrary Loans. (*refer to Interlibrary Loan Policy.*)
 - B. DVDs may be checked out for two weeks and limited to 5 at a time.
 - C. Card holders may renew material but are limited at the discretion of the library manager.
 - D. Library does not keep patron historical borrowing records.
6. Card holders are responsible for the timely return of library materials, as well as charges for lost or damaged materials. Materials are deemed lost after two months from due date. Patrons will be charged the cost of material.
7. Per NH RSA 201-D:11*, all cardholders of the Olive Pettis Library, 18 years of age and older, have the right to strict confidentiality. All policies of the library comply with the RSA and all individual library records are confidential and will only be revealed to the cardholder.
8. Donations will be encouraged for use of the printer.

***NH RSA 201-D:11 Library Users Records; Confidentiality**

- I. *Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services.*
- II. *Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.*
- III. *Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.*

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