

## SECTION II General Policies

### 3. Services

---

Approved by Board of Trustees, 05/17/2011

- A. Hours of Operation: The library shall be open sufficient hours to be in compliance with the requirements of the New Hampshire Library Development System and to adequately meet the needs of the community.
- B. Provision of Requested Materials: The library staff shall use all means at their disposal (i.e., interlibrary loan, referral to the appropriate agencies) to try to obtain information and materials beyond its resources.
- C. Circulation Policy & Check-out Limits: All library materials, except for the reference collection, shall be loaned to registered patrons for the designated period of time as stated in the procedures manual approved by the Trustees. Certain unique or fragile items are restricted to use within the building and in some cases used only under the direct supervision of the Library Director (See Appendix 5).
- D. Recovery of Overdue Materials: Material that is overdue, lost or damaged must be paid for as determined by the Library Director. Failure to do so could result in action being taken in compliance with RSA 202-A:25 (See Appendix 6).
- E. Internet Access: The Tucker Free Library provides free, unfiltered access to the internet to anyone who signs an INTERNET USE AGREEMENT (See Appendix 7).