

Patron Card and Circulation Policy

The library serves all members of the community, including those who live in Gilford, own property within but live outside of Gilford, attend Gilford Schools, or who work full-time in Gilford. Proof of residency is required unless applying for a card by mail in which case the card will be mailed to a street address in Gilford. Non-residents shall be required to pay a fee every other year. Resident cards will be issued for a three-year period and may be renewed with no outstanding fees or fines. Resident and Summer cards may be renewed online.

A. Residency

The following may be considered proof of residency:

- A driver's license with a Gilford address
- A tax bill, in conjunction with a photo ID
- A bank checkbook with name and address, in conjunction with a photo ID
- A student ID from a Gilford school
- A call to the Gilford Town Clerk or a check online to verify taxpayer
- Cancelled business mail to a Gilford street address with a photo ID
- A paycheck showing full-time hours from a Gilford business with a photo ID

Without proof of residency, a library card may be issued but a limit of 2 items may be checked out. Full privileges will be granted upon proof of residency. Non-residents must provide a photo identification with current address.

B. Patron Cards

There are 7 types of cards:

1. Adult- Gilford residents 18 and older or 14-17 with parental approval. Adult cards will have full access to all library materials and services.
2. Juvenile- Gilford Residents 5-14
3. Summer- Individuals who have a secondary residence in Gilford.
4. Home Service- Resident cards are eligible to switch to a Home Service card with no fines and a minimum lending period of 2 weeks upon request.
5. Non-resident- a fee of \$50 for a 2-year period is assessed. The fee shall be collected upon registration and renewal and is non-refundable.
6. Temporary- A deposit of \$50 is assessed for one 2-month period. The deposit is returned at the end of the 2-months when all materials are returned with no outstanding fines. A limit of four items may be checked out at any one time.
7. Organizations- A card may be issued to an organization doing business in Gilford. One individual must claim responsibility and sign for the card.
8. Employee – Non Resident that works full-time in Gilford.

C. Lost or forgotten card

A replacement card can be issued to those who lose their cards. A \$1.00 fee will be charged. There will be no fee to replace a lost card at the time of renewal. All members are expected to bring their library cards with them.

D. Designated Use

Cards are meant for individual use however a cardholder can give immediate relatives or temporary household members permission to use his/her card. The account must specify that permission is granted.