



Borrowing Privileges & Regulations

All residents of Hanover and all those who pay property taxes to the Town of Hanover are eligible for free borrowing privileges. Proof of residency or property tax payment is required at the time of registration. Acceptable forms of proof of residency or property tax payment include, but are not limited to, a current driver's license with a Hanover street address, a rental or sale agreement for a Hanover property, or a bill from the electric or gas company showing the name of the resident and the Hanover street address.

Students and staff in the Dresden/Hanover school district, CEOs or owners of Hanover businesses, Hanover non-profit organizations, and Dartmouth students and their families are eligible for free borrowing privileges.

Young children may be issued a Howel card which places the responsibility for borrowing in the hands of a parent or guardian. When children are old enough to take responsibility for their own materials, they may be issued their own library card and their right to privacy is protected by law. Parents assume the responsibility for all materials borrowed by their children under the age of 18.

Use of the library or its services may be denied by the Library Director for cause, such as failure to return library materials or pay fines; destruction of property; objectionable conduct on library property.

Non-residents may be issued library cards upon payment of an annual or quarterly fee established by the Hanover Board of Selectmen.

Borrowers may take out any reasonable number of library materials; they are responsible for all materials charged on their library cards.

The library does not act *in loco parentis* in determining what any minor may borrow from the library.

Books and other materials may be renewed after the initial loan period, provided there are no reserves for them. Extended loans for some materials may be made by arrangement.

Fines are charged, on a daily basis, for overdue materials.

Lost materials will be charged to the borrower at the retail cost of replacement, to which a service charge will be added.

The borrower is liable for the cost of repairing, rebinding or replacing damaged materials.

Information related to borrower records and circulation of library materials is protected by law.

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This document is to be reviewed by the library director every five years.