

IV. USE OF THE HOLLIS SOCIAL LIBRARY:

A. General Use

1. The Library will serve all residents of the community. Persons residing outside the town but owning property, attending schools in the Hollis-Brookline Cooperative District, or permanently employed in town shall be considered residents for Library purposes. Other nonresidents may purchase a card for an annual fee of \$35.
2. Children 14 and under may register for a library card with a parent's permission.
3. Parents are responsible for ensuring the appropriate behavior of their children while in the Library. See addendum: *Unattended Children Policy*. This policy shall be posted and visible to patrons.
4. Children under the age of ten shall never be left unattended in any area of the Library.
5. Use of the Library and its services may be denied by the Library Staff for due cause. Such cause may be continual failure to return library materials or to pay fines, destruction of Library property, or any objectionable conduct on Library premises. See addendum: *Rules of Conduct*. These Rules shall be posted and visible to patrons.
6. Posters announcing local, non-commercial functions may be displayed on the community bulletin board. The Library may remove any poster at its sole discretion.
7. No organization or individual will be permitted to place in the Library any receptacle which solicits donations. No articles or products may be displayed for sale unless directly related to Library fundraising. No poster or display will be permitted which advocates or solicits consideration of any product or item sold by a commercial enterprise.
8. No materials, leaflets, or posters which advocate a candidate, political or otherwise, a religious denomination, or a commercial entity will be displayed.
9. No petitions will be allowed.
10. The Library is not responsible for patrons' personal belongings.
11. No smoking is allowed anywhere in the Library.

B. Library Hours:

1. Library hours will be determined by the Library Trustees.

C. Fines

1. Borrowers will be charged for overdue books, videos, audios, DVDs, and other materials, with a maximum charge for each.
2. Borrowers with outstanding overdue fines of \$5.00 or more may not borrow materials until the outstanding fines are paid in full.
3. A borrower will be expected to pay the replacement cost for any materials lost or damaged beyond repair, as well as any outstanding fines for overdue materials.
4. Fine money will be used for the purchase of Library materials, in accordance with RSA 202-A:11, III.

(Above Section, C:2, Amended – January 3, 2012)

D. Use of Library Materials

1. All catalogued materials will be available for use. Reference books and materials of special value may only be used in the Library.
2. The responsibility for materials a child borrows rest with their parents and/or guardians.
3. The Hollis Social Library subscribes in full to the "Library Bill of Rights," to the American Library Association "Freedom to Read Statement," and to the American Library Association "Freedom to View Statement."

(Above Sections, D:2 & D:3, Amended - October 14, 2014)

E. Handling Complaints

1. The Library Director will handle complaints to the best of his/her ability. If he/she is unable to do this, the complainant can be asked to bring his/her complaint in writing to the next meeting of the Board of Trustees.
2. The Board of Trustees shall handle each complaint keeping in mind the "Library Bill of Rights" and "The Freedom to Read Statement" of the American Library Association.
3. Complaints about specific books, periodicals, or other Library materials (such as requests for their removal or the reconsideration of their selection) shall be made in writing and signed by the complainant. See addendum: *Request for Reconsideration of Library Materials Form*.

F. Use of the Public Meeting Room

1. The use of the Program/Meeting Room within the Hollis Social Library is left to the discretion of the Trustees.
2. Organizations agreeing to the terms outlined in the procedures manual are welcome to meet in the room whenever it is not being used for Library programs or by Library organizations. See addendum: *Use of the Library Meeting Room*.