

**POLICIES RECOMMENDED FOR LIBRARIES**  
(Personnel Policies are generally a separate document)

(revised March 2022)

**Policies available online at the following library websites:**

Barrington Public Library: <https://www.barringtonlibrary.com/Pages/Index/182553/library-forms-policies>

Goffstown Public Library: <http://www.goffstownlibrary.com/about/policies>

Hooksett Public Library: <https://www.hooksetlibrary.org/policies>

Jaffrey Public Library: <https://www.townofjaffrey.com/jaffrey-public-library/about-us/pages/policies>

Keene Public Library: <https://ci.keene.nh.us/keene-public-library/policies>

Langdon Public Library, Newington: <https://www.langdonlibrary.org/about-us/policies/>

Meredith Public Library: <http://www.meredithlibrary.org/documents-and-policies.html>

Nesmith Library, Windham: <https://www.nesmithlibrary.org/library-policies>

Stratham, Wiggin Library: <https://www.library.strathamnh.gov/library-info/pages/library-policies>

Wadleigh Memorial Library, Milford: <https://www.wadleighlibrary.org/Pages/Index/95/library-policies>

**Sample List of Policies**

Acceptance of Gifts

Alcohol and Drugs

Animals or Pets

Background Check

Bed Bugs

Borrowing Library Equipment (telescope, electronic equipment)

Borrowing Privileges

Bounced Check

Breastfeeding

Bulletin Board (Community Activities & Information Center)

Cardholder

Circulation (loan period, overdue materials)

Code of Conduct

Collection Development

Computer Use and Internet Access

Conflict of Interest

Confidentiality of Library User Records

Credit Card Use

Disposition of Records

Dress Code

Emergency Closing  
Evacuation Plan and Procedure  
Exhibits and Displays  
Food and Beverages  
Freedom to Read  
Freedom to View  
Fundraising Sales and Solicitations  
Gifts, Bequests and Memorials  
Hours of Operation open to the Public  
InterLibrary Loan  
Internet Access  
Keys to Library building  
Meeting Room/Facility Usage  
Other Money Library Funds  
Pandemic Emergency  
Parent, Guardian and Caregiver definition  
Photocopier/Fax service  
Privacy  
Programs  
Reconsideration of Materials  
Reference Service  
Refunds  
Registration requirements for library card  
Respect for Staff, Users, Library Property  
Security and Safety  
Sexual Harassment and Child Molestation  
Smoking  
Social Media  
Unattended Children  
Videos/DVDs Circulations Standards  
Volunteers  
Wireless Internet Usage