

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.hooksettlibrary.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