

SNHLC Policies

Card Holders

- Teachers – if a teacher lives in one of the three towns, they will go to their home library to receive their card. If the teacher does not live in one of the three towns, they will go to the public library in the same town their school is located to get their library card:
 - Atkinson Academy will go to Kimball Library
 - Pollard, Middle & High Schools will go to Plaistow PL
 - Sandown Central & North Schools will go to Sandown PL
- Land owners – are entitled to a library card.
- Businesses – each library handles businesses differently. See local library for more information.
- Patrons moving between Atkinson, Plaistow or Sandown – patron information can be transferred to the new library by assigning a new card and notifying the other library to delete old card. All fines should be paid before card is transferred to the new library.

Fines

- Fine limit is \$15.00. Loans are not allowed within the cooperative until fines are below \$15.00.
- Maximum item fine is currently \$25.00 per item.
- Each library encourages patrons to pay fines at their home library. If a library collects fines that belong to another library, those fines will be passed on to the home library.

Cataloging

- Catalogers have agreed on procedures for adding records to Koha. This has for the most part taken care of the previous problem of duplicate records. Older records continue to be merged when they are found.

New Materials

- There are no transfers of “new” materials between libraries. We will loan “new” materials out to patrons who are in the physical buildings. Each library can make exceptions to transferring on a case-by-case basis.

Collections

- All libraries will purchase copies of popular authors (fiction & non-fiction) & award books (Flume, Lady Bug, Isinglass) for our collections.
- Directors have talked about specializing in non-fiction areas (history, crafts, military, cooking, etc.). This would allow us to have a comprehensive collection spread out over the three libraries.

Museum Passes

- All cooperative libraries will allow passes to be loaned out to patrons within the cooperative. Passes can be picked up one hour before closing on the evening before use. No reservations will be taken in advance outside of the home library. Passes will be loaned out as non-resident so statistics can be tracked. See brochure for a current list of museums.