



Borrowing Guidelines

All Londonderry property owners, residents of the Town of Londonderry, or anyone employed by the Town of Londonderry or the Londonderry School District are eligible for a free Leach Library card. Library cards can be obtained starting at age zero (0). Parents or guardians must accompany their child(ren) up to age eleven (11) to show proof of residency and sign an authorization card. Resident cards must be renewed every three years. Non-residents may purchase a card for \$50 a year.

Most library materials circulate for two (2) weeks. Exceptions include:

- Videos, which circulate for one (1) week.
- Museum passes, which are due the day after use. One-time-use paper coupons do not need to be returned.
- Interlibrary loans, which will vary depending on the lending library.

All active cardholders in good standing (i.e. no overdue fines in excess of \$10.00, no long overdue materials, and no outstanding balance on lost or damaged materials) can borrow any library materials generally unrestricted except for:

- Two (2) item limit per cardholder on a particular holiday or subject during times of high demand at the library staff's discretion.
- Fifty (50) item limit per cardholder to be enforced at the library staff's discretion.
- Limit of three (3) interlibrary loan materials per cardholder.
- Limit of two (2) Library of Things materials per cardholder.

The Leach Library does not charge overdue fines on books or audiobooks. Videos, Library of Things items, and museum passes will be charged overdue fines at a rate of one (1) dollar per item per day. All other materials (e.g. CDs, video games, etc.) will be charged overdue fines at a rate of ten (10) cents per item per day. The maximum overdue fine per item is five (5) dollars or the total cost of the item, whichever is lower.