

## Hooksett Library Retrieval of Borrowed Materials Policy

The Hooksett Library is the public library serving the town of Hooksett, New Hampshire and is a department of the Town of Hooksett, by Town Charter. Materials owned by the library are therefore public property under the supervision of the elected Board of Library Trustee and the appointed Library Director.

In order to protect and preserve public library materials for the use of all citizens, the Board of Trustees will support all reasonable and good faith efforts to retrieve overdue, missing or stolen items from the library collections. Patrons are individually responsible for notifying the library of address changes and for the safe and timely return of any borrowed materials. Retrieval techniques may include but are not limited to: the sending of overdue notices and reminders, telephone reminders and the use of certified letters as specified in the New Hampshire Revised Statutes Annotated:

**202-A:25 Detaining Books.** – Any person who willfully detains any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film, or other property belonging to or in the care of any gallery or museum of any state, public, school, college, or other institutional library, may be given written notice to return it, which shall bear upon its face a copy of this section, mailed by certified mail to such person's last address or delivered by a person designated by the lawful custodian of such property; and if such person shall thereafter willfully and knowingly fail to return such property within 15 days after such notice, the person shall be guilty of a violation.

Persons willfully detaining materials may be subject to arrest and prosecution according to New Hampshire state law.

In the event that a library patron refuses to return or financially reimburse the library for long overdue materials the Library Director:

- May request the assistance of the Hooksett Police Department and any other law enforcement agency in obtaining the successful return of such materials. The Board of the Library Trustees authorizes the Library Director to pursue delinquent borrowers using any legal avenue available, including recourse to the courts.
- Shall revoke the patron's borrowing privileges.

The Hooksett Library shall only pursue the assistance of the Hooksett Police Department for patrons with *materials owed* over a \$100 cumulative value, not to include fines and fees.