

Gilman Library Borrower Policy

To obtain or renew a library card, individuals must provide a photo ID or other proof of identification. This proof can include a bill or payroll check dated within the past thirty days, a current lease agreement, car registration, tuition bill, or other official dated materials proving eligibility. The card expires five years after the date of issue.

Within the bounds of New Hampshire state law, library circulation records and other records identifying the personal information of library users are confidential. (NH RSA 201-D:11)

Individual card: Individuals currently living, working, attending school, or owning property in Alton, NH, are eligible for a free library card.

Family card: Any adult may add authorized users to the adult's own library card. This adult will accept responsibility for all items checked out on this card. Any information regarding items checked out on a "family card" may be disclosed to any eligible user of this card.

Minor card: Any minor between the ages of six and seventeen, who lives or attends school in Alton, may receive an individual library card with the consent of the parent/guardian. The parent/guardian signs the library card registration. The parent/guardian is financially responsible for any lost or damaged materials.

A minor between the ages of fourteen and seventeen, who lives or attends school in Alton, may receive an individual library card without parental/legal guardian approval. The minor assumes financial responsibility for materials borrowed on this card. The minor may show a valid picture ID, proof of school enrollment, or school ID as proof of residence.

As mandated in NH RSA 201-D:11, II-a, effective January 1, 2026, a parent or legal guardian of a minor may request and receive all library records related to a minor's current borrowing of printed or audio-visual library materials.

Nonresident card: Any New Hampshire resident living outside Alton, NH, may apply for a nonresident card. The fee for this annual card is set by the library director in consultation with the board of trustees.

Use of the library card

Borrowers are responsible for all materials checked out on their library cards. Use of the library or its services may be restricted or denied for cause, such as failure to return library materials or pay damage or replacement costs, destruction of property, or violation of the Library's behavior policy.

A valid library card is required to borrow materials from the library. Borrowing limits and loan periods vary depending on the type of material, such as books, audiovisual items, or technology. Certain materials may be designated for in-library use only and may not be checked out.

Policy reviewed and approved 3/5/2026.

Access to materials

The Library does not restrict access to any materials on the basis of a person's color, religion, national origin, socioeconomic status, sex, gender, sexual orientation, or age. The library does not act in loco parentis (in the place of a parent) in determining what any minor may borrow from the library. Parents/guardians should not rely on the library staff for supervising materials checked out on a minor's library card account.