



LIBRARY CARD POLICY

A valid library card is required to borrow all materials from the Bergenfield Library, whether presented in its physical format or as a digital representation on a smart device. The Bergenfield Library is a member of the Bergen County Cooperative Library System (BCCLS) and observes the reciprocal borrowing policies established by the cooperative. According to BCCLS policy, a person may have one and only one card registered in the system. Presentation of a library card to borrow library materials, or for any other library function requiring presentation of a card, constitutes representation that the presenter is the legitimate cardholder. BCCLS libraries are entitled to request identification from any person presenting a library card.

Eligibility

Residents of the Borough of Bergenfield, Bergenfield property owners living in a non-BCCLS community and employees of Bergenfield businesses, including teachers in the Bergenfield schools, are eligible for a library card free of charge. Non-residents who do not reside in a BCCLS community may obtain a library card for an annual fee of \$450. Temporary cards are issued at the discretion of the library director.

Proof of Eligibility

Applicants for resident cards must provide proof of residency. A current New Jersey driver's license or non-driver's state ID is acceptable as long as it is not presented on a wireless device. A letter from the Motor Vehicle Commission showing address change will be accepted. Other forms of acceptable identification are two of the following showing name and a Bergenfield address: bank statement, mortgage, lease or deed; a recent (within 30 days) phone, utility credit card or cable bill; pay stub or tax bill; or correspondence sent within the last 30 days to the applicant by a governmental entity. A local street address is required. Post office or commercial box numbers are recorded for mailing purposes only. Applicants for non-resident courtesy cards must provide proof of property ownership or employment in Bergenfield. For school cards, the school principal must agree that the school will take financial responsibility for any damaged or unreturned items.

Courtesy cards are Bergenfield Only cards and may not be used in other BCCLS libraries.

Expiration

Resident cards expire after three (3) years and must be renewed.

All non-resident courtesy cards, including for property owners, or pay cards must be renewed annually.

Children's Cards

Children up to age 18 are issued a Juvenile card. A parent or legal guardian must sign the library card application form and present appropriate identification to obtain a card on behalf of a minor child. The parent or guardian's signature on the card acknowledges acceptance of financial responsibility for all materials charged to the card.



Responsibilities of Cardholder

Cardholders are responsible for all items charged to the card. Library cards are nontransferable. Unreturned, unpaid items may result in court action. Cardholders must report change of name or address information promptly. Cardholders must report a lost or stolen card as soon as possible. The library card will be blocked immediately to prevent further use.

Blocked Cards

Library cards are blocked when the card has expired, the cardholder has accrued \$10 or more in fines or the card shows more than 10 overdue items. Multiple cards for a given household (or cards for a given parent/guardian of children in different households) may be linked and blocked when one or more of the other cards for the household (or parent/guardian) is blocked because of outstanding fines, bills or assumed lost/unreturned items.

Lost Cards

Lost or damaged cards may be replaced for a fee of \$5. Senior citizens pay \$1.

Loss of Privileges

Failure to comply with library card policy could result in revocation of privileges.

Approved by Board of Trustees, September 14, 2017