

# ENGLEWOOD PUBLIC LIBRARY

## POLICIES

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### **ISSUANCE AND USE OF A LIBRARY BORROWER'S CARD**

In order to assure equal access to library materials and services by the residents of the City of Englewood, the following policy shall be in effect:

#### Issuance of a Library Borrower's Card

All applications for a library borrower's card must be completed in the library.

#### 1. Residents

Any current resident of the City of Englewood who is at least four years old may complete an application for a library borrower's card. Borrower cards for residents are provided at no charge.

Proof of residency must be established using one of the following:

- Valid New Jersey driver's license with the current street address
- Lease or property deed
- Utility bill or other significant mailed item delivered via U.S. Mail. Mail addressed to a post office box number will not be accepted without a street address noted.

Applications from children between the ages of four and twelve must be signed by a parent or legal guardian residing in Englewood and providing proof of residency. The signature of the parent or legal guardian on behalf of a minor child constitutes acknowledgment of responsibility for all items charged to the card.

Applications from children between the ages of thirteen and seventeen may be signed by the child. Cards issued to anyone younger than 18 will not have privileges for checking out DVDs, Blu-Ray films, or video games.

A valid school identification card from any Englewood school, including all public, private, or charter schools, will be accepted for children between the ages of thirteen and seventeen. In lieu of a school identification, a signed letter from a teacher, guidance counselor, or administrator will suffice once verified by library staff.

The borrower's card will be issued for a three-year period and is renewable upon verification of address.

#### 2. Non-Residents

An employee of the City of Englewood, or an employee or owner of a business located within the City of Englewood, is eligible to apply for a library courtesy borrower's card. A letter on company letterhead listing the company name, address and the individual's name will be used as proof of local employment.

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Individuals who attend school in Englewood and do not live in a town with a BCCLS library, are also eligible for a courtesy card upon appropriate documentation.

**Courtesy Cards** are issued for a one-year period and are renewable upon verification of employment or school enrollment. Courtesy borrower cards for non-residents are provided at no charge. The use of courtesy cards is limited to materials owned by the Englewood Public Library; access to reciprocal borrowing from other libraries in BCCLS is not supported.

**Pay Cards** are issued to individuals who reside in a town/city that does not subscribe to the BCCLS consortium. The annual fee is \$150 per card, payable to the Englewood Public Library. Pay Cards allow access to Englewood Public Library materials only. No eBCCLS items allowed. Cards are valid for one year from the date of registration. Pay Cards will not be issued to those who already have a card from another BCCLS library.

### 3. Temporary Residents

A Courtesy Card may be issued an individual who temporarily resides (one year or less) with a resident of Englewood. The applicant must produce a photo ID and an affidavit from the person with whom they reside stating the duration of stay. See above for a description of Courtesy Card privileges.

### 4. Library borrower cards that have been lost or damaged will be replaced for \$3.00.

#### Use of a Library Borrower's Card

No books or materials may be checked out without a valid borrower's card from the Englewood Public Library, another library with which the Library has an arrangement for borrowing privileges, or **a valid state driver's license or ID**.

A library borrower's card is non-transferable and may be used only by the person whose name appears on the card and in the computer record. 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 card holder. BCCLS libraries are entitled to request identification from any patron presenting a library card.

Approved December 11, 2017  
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