

## Library Card Policy

### Policy Statement

Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

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### Regulations

1. The library offers a variety of cards based on eligibility and service needs.
  - A. Resident card
    - i. Available to any individual who lives or owns property in Montclair Township. Offers access to all library services. Must be renewed every three (3) years.
  - B. School Courtesy Card
    - i. Available to children who attend a K – 12 school in Montclair Township but do not reside in Montclair Township are eligible. Proof of enrollment at an eligible school must be presented upon application. Must be renewed every one (1) year. Offers access to all library services.
  - C. Business Courtesy Card
    - i. Available to any individual who works in Montclair Township and does not reside in a BCCLS municipality. Library privileges are restricted to the individual only; family members do not qualify for library privileges. Proof of employment at an eligible business must be presented upon application. Must be renewed every one (1) year. Offers access to library materials and databases.
  - D. BCCLS Cards
    - i. Residents who live in municipalities that are members of the Bergen County Cooperative Library System (BCCLS) are eligible for borrowing privileges. Use of the library by those users is governed by BCCLS policies and procedures.
  - E. ReBL Card Holders
    - i. Residents who live in other municipalities in Essex County (that are not members of BCCLS) may be eligible for borrowing privileges through the Reciprocal Borrowing and Lending (ReBL) program.
      - (1) Available to any individual who presents proof of residency and a library card from that municipality with a current ReBL sticker affixed.
      - (2) Borrowing privileges are restricted to the individual only; family members do not qualify for borrowing privileges.

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- (3) ReBL card holders are restricted to borrowing only Montclair Public Library materials. It does not provide access to electronic databases, e-content, or museum passes.
- (4) Privileges are governed by the ReBL agreement.
- (5) ReBL card applicants must also present a photo ID and their local library card with a ReBL sticker.
- (6) ReBL cards expire December 31 annually and must be renewed yearly.

## F. Paid Cards

- i. Residents who live in municipalities that are not participants of ReBL or members of BCCLS may purchase a non-resident card annually. The cost of this card is set in *Fines and Fees Policy* (CIRC-4). This card is restricted to borrowing only Montclair Public Library materials and does not provide access to streaming e-content or museum passes. Cards must be purchased annually.

## G. Short-term residents

- i. Individuals furnishing a letter from an organization providing temporary housing confirming their status as a tenant for a period of less than six (6) months will be issued a library card good for ninety (90) days, eligible for one (1) renewal. Offers access to all library services.
2. An individual may only have one (1) card of any type.
  3. An application process must be completed for each card, unless the individual is already present in the shared integrated library system.
    - A. Applicants age thirteen<sup>1</sup> and above may register online; any applicant may use the paper form.
    - B. Applicants must present valid identification to demonstrate eligibility.
      - i. Current photo ID and proof of street address is required, such as a New Jersey driver's license or learner's permit, state ID card, school photo ID, passport, tax statement or receipt, or a recent utility bill not older than three (3) months. Post office box addresses will not be accepted.
    - C. Minor resident applicants need a parent or guardian's co-signature. Co-signers must be eligible to borrow materials and present proper ID.
  4. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.

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<sup>1</sup> U.S. Code, Title 15 §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728.

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5. Cards that have not been used to check out library materials for over three (3) years will be removed from the system.
6. The card owner is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations.
7. If the card owner claims to have returned materials, the library will search for the missing items for six months. Items not located within six (6) months will be billed to the card holder's account.
8. There is a replacement charge for lost cards. Lost cards should be reported immediately. The library is not responsible for any debit amounts on lost cards. The cost is set in *Fines and Fees Policy* (CIRC-4).

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Approved: May 21, 2019  
Montclair Public Library Board of Trustees