

## Getting a Library Card

In order to borrow materials from the Elizabeth Public Library, a person must have a valid Elizabeth Public Library card obtainable at any branch of the Elizabeth Public Library.

Anyone who lives, works, attends school or owns property in the City of Elizabeth is entitled to a library card. A library card is valid for two years. The library card may be used at the main and branch libraries of the Elizabeth Public Library as well as most of the public libraries in Union and Middlesex Counties with the exception of Summit, Woodbridge and East Brunswick.

Persons eligible for a library card must show two pieces of identification that may include a New Jersey driver's license, a New Jersey non-driver identification card, or a passport, and one of the following:

- a New Jersey motor vehicle registration
- a utility bill (gas, electric or phone)
- a property tax bill
- a properly executed rental lease agreement with full name and address
- a pre-printed check with the name and address on it
- a credit card bill
- a bank statement
- a deed
- a voter registration card
- a class or school document such as a tuition bill
- class schedule, report card or other official document that shows the full name and address
- or a piece of mail that shows the applicant's name and current address.

A piece of mail may be used for only one of the required pieces of identification. The mail must be first class mail of a personal nature such as a letter or a bill. The piece of mail may not be a piece of bulk mail, a flyer, an advertisement, or something addressed to the individual "or current resident." The library will not accept a piece of mail that it deems does not sufficiently show that an individual lives at a particular address. In addition, the address must include the actual street number, street name, city, and zip code. A piece of identification with a post office box number is not acceptable as a form of address.

Children from birth to age 12 are eligible for library cards if registered by parent or guardian who is a resident of Elizabeth. The child must be present for the card to be issued. The reason for this is as follows: since only a cardholder may borrow books on his or her library card, there is no reason for a card to be issued when the child is not present. The parent or guardian is required to show two pieces of identification in the same manner as if he or she were getting an adult library card as discussed above. Ordinarily, no identification is required for the

child, however, in certain cases the library staff member might require additional information or identification. For example, grandparents, babysitters, nannies, tutors, counselors, uncles and aunts or older brothers and sisters, and/or older family friends are not permitted to get library cards for children in their care. In cases where it appears that a person other than the parent or legal guardian is seeking a library card for a child, the card will not be issued. In cases where there is some question, the library staff member may not issue the library card pending a review by the library director in concert with the assistant director or the head of the circulation department.

The head of the circulation department or the library director may request such additional identification or information that may be necessary in making a decision. The parent or guardian must sign the library card application indicating that he or she has received a copy of the library's policies, will adhere to them and will be responsible for their child's use of the library including payment for materials lost, returned late, or damaged. In addition, if the parent or guardian wishes to allow his or her child to have access to the Internet in the Children's Library, he or she must sign the application card indicating receipt of the library's Internet policies, and authorizing the library to provide access to the Internet to his or her child. The library filters Internet access for children, but cautions parents that Internet filters are not always effective.

On turning thirteen, children are eligible to receive an adult library card. The parent or guardian remains responsible for the use of the library by the young adult including payment to the library for lost, returned late, or damaged library materials until the age of eighteen. Before a child is issued an adult library card, the child's card must be free of fines and in good standing. For young adults receiving a library card for the first time, additional forms of identification include class or school identification cards, report cards, and class schedules that show the student's full name and address. For young adults coming to the library unaccompanied by a parent or guardian to sign up for a library card, two pieces of identification for the young adult himself or herself as is specified in paragraph two are required. However, recognizing that young adults often do not have the types of identifications specified, additional forms of identification acceptable will include a class or school identification card, report card, class schedule or other official school document showing his or her full name and address. For a young adult coming to the library accompanied by a parent or guardian to sign up for a library card, identification from the parent or guardian, the young adult, or a combination of both will be acceptable if both pieces of identification show the same name and address.

Persons who do not reside in Elizabeth, but are employed in the city are eligible for a two-year library card. He or she must have a letter on his or her employer's letterhead signed by a company official such as owner, director, manager, supervisor, human resource director, etc. stating that he or she is an employee of the company, as well as two pieces of identification as outlined in paragraph two on page one. Because of the amount of employee turnover at local

employers, the library requires another employer letter on renewal of the local employee card. If the library did not require such a letter on renewal, persons no longer working in the City of Elizabeth would be able to borrow materials without limitation, and that is not an appropriate use of library resources. Only the employee is eligible for a library card. The local employee's family members are NOT eligible for library cards issued in the local employee category.

Persons who do not reside in Elizabeth, but attend school in the city are eligible for a library card to coincide with the current school term. To be issued a library card, the student must establish that he or she attends an Elizabeth school by presenting a student identification card, a badge, a current tuition bill or receipt, or a current report card. Also, the student must establish his or her home address in the same manner as someone applying as a resident. At the beginning of the next school term, the student may return to the library with the same documentation to renew his or her library card for the following school term.

Persons who own real property in the City of Elizabeth, but do not reside in Elizabeth are eligible for a library card upon presenting a current property tax bill and another piece of identification as outlined above.

For persons living in Elizabeth who are physically incapacitated from coming to the library by oneself or with the assistance of another person are eligible for home delivery of library materials if they are library card holders in good standing. The shut-in delivery service is provided by the Adult Services Department. The shut-in borrower phones their request into the library, and delivery arrangements are made. Shut-in patrons are fine exempt, but they are responsible for lost and damaged library materials charged out on their behalf. Shut-ins who at some later time become mobile, are no longer eligible for shut-in service. To qualify for this service a medical certification may be required. Persons wishing more information should call the Adult Services Department at 908-354-6060, ext 7201.

Companies, including for profit and nonprofit corporations located in Elizabeth are eligible for a company library card that is issued in the name of the company. The company must identify itself with letterhead stationery, naming a contact person, and stating the company will be financially responsible for any debt it may incur in the use of library materials. The company employee applying for this card must sign his/her name on the application as the authorized signature. All companies, either for profit or nonprofit, issued a company library card are required to pay all fines and fees on their account if and when due, just as required for all Elizabeth residents. Nonprofit status does not exempt an organization from using its library card in accordance with library policies.

The library has a reciprocal borrowing arrangement called MURAL with most public libraries in Union and Middlesex Counties (except for the East Brunswick, Summit, and Woodbridge Public

Libraries). Persons with a valid library card from participating public libraries will be issued an Elizabeth Public Library “MURAL” card that allows for borrowing of materials from the Elizabeth Public Library. To register, a person from a participating MURAL town must bring in their valid home library card as well as two pieces of acceptable identification as outlined above. Before issuing a MURAL library card, a library staff member will telephone the person’s home library to verify that their home card is in good standing. If it is not, no MURAL card will be issued. The library also asks the home library for the expiration date of the person’s card. That becomes the expiration date of the MURAL card. A MURAL card cannot be issued until this information is verified. In the event that the home library is closed or is unable to verify card information due to computer problems, the library will place a hold on materials until the information can be verified, and the MURAL card issued. MURAL cardholders may borrow circulating books, but are not eligible for interlibrary loans. A MURAL cardholder is subject to the same rules, regulations, and fines that apply to all other cardholders.

Persons not otherwise eligible to receive a library card may obtain one by paying a fee of \$50 for a one-year period. The identification requirements for obtaining such a card are the same as that for residents detailed above.

The library director, in concert with the assistant library director or head of the circulation department, has the right to authorize issuance of a library card to persons not fitting into any category listed above when he or she deems that it is in the best interests of the library to do so.

New books may be borrowed for fourteen days. Most other books may be borrowed for twenty-eight days. Reserves may be placed on books and non-movie audiovisual materials via the Internet by going to [www.elizpl.org](http://www.elizpl.org), via telephone by calling the main or branch libraries, or in person. These items may be renewed in the same manner. Books may be renewed for a maximum number of three times. Due to very high demand, reserves and renewals are not accepted on DVD movies. .

All users may have a maximum of twenty-five items total charged to their account at one time, and children may have a maximum number of ten items charged to their account at one time.

Only the person issued a library card may borrow library materials on that card. Family members or friends may not borrow library materials on another person’s card.

Patrons are liable for library books and related materials taken out by unauthorized persons and may be subject to limitations under the laws of the State of New Jersey. Patrons further agree to report to the library any loss or theft of their library card, and to report changes of address promptly.

## **Internet Access for Non-Resident Visitors**

The Elizabeth Public Library allows non-residents to use the library's Internet computers in the same manner that Elizabeth residents use them. Non-residents not eligible for an Elizabeth Public Library card may be eligible for an "Internet Only Card" that allows access to the Internet at the library. To get this card, each person, must produce valid identification, and is subject to the same application requirements as residents who apply for library cards. If traveling, new patrons may use a passport or associated passport documentation, or an air or rail ticket if a permanent home address is printed.

For persons who are just moving permanently into or transiently living in the City of Elizabeth and do not have identification showing a permanent address in the City of Elizabeth, an "Internet Only Card" may be issued on the same basis as for other visitors until the new Elizabeth resident has had time to secure identification that shows their permanent Elizabeth address. In such cases, the identification must show the last permanent address of the patron.

Staff members are not allowed to make exceptions to this policy. Patrons with comments, questions or concerns should see the head of the circulation department or the assistant library director.

## **Library Card Renewal**

Upon expiration, library cards are renewable for two years with the exception of MURAL cards that expire when the person's home library card expires. The library card is to be renewed on or after the current expiration date. At no time may a library card's expiration exceed two years. During the time of renewal, each person, except for the shut-in, must produce one piece of valid identification. If the address has changed, the patron is subject to the same requirements has when initially applying for the card. MURAL cardholders must additionally have their current home library card re-verified by calling their home library during that library's business hours. All fines must be paid, and delinquent records for unpaid lost items and not returned items must be properly resolved before a new card may be issued.

## **Library Card Replacement**

Library cards that are either lost or stolen are replaced on a sliding scale of \$1, \$3, and \$5 for the first three infractions, and remain at five dollars for the fourth infraction and beyond. Before a library card is replaced, the patron must show two pieces of identification as if he or she were

getting a new library card. This is necessary to insure that the person requesting the replacement card is the actual cardholder, and to cut down on possible fraudulent issuance of a library card to someone who is not entitled to one.

## **DVD Circulation**

Persons over the age of 18 with a valid Elizabeth Public Library card may borrow DVDs by signing the designated line on the back of the library card application indicating that they have received and agree with the library's policies for borrowing DVD's. Up to five DVDs, but only two new releases, may be borrowed at one time for a rental period of one week. If the date due should fall on a day the library may be closed, the DVD will be due on the following day that the library is open.

A non-refundable rental fee of \$1.00 per DVD is charged for all feature films. Educational, documentary, instruction, fitness, sports, literacy and certain other videos may be borrowed free of charge. No reserves may be placed on DVD titles and DVDs are not renewable. They are not available for loan to other libraries via interlibrary loan.

An overdue fine of \$2.00 per day per DVD will be charged for all items returned late. This fine applies to both rental and free DVDs. Free DVD's will accrue a fine of 10¢ per day.

DVDs are licensed for non-commercial private exhibition in homes only. Any other use, or copying, is strictly prohibited by law.

The Elizabeth Public Library assumes no responsibility for damage or alleged damage caused by library DVDs to a borrower's DVD equipment.

The Elizabeth Public Library reserves the right to revoke the DVD borrowing privileges of anyone failing to comply with this policy.

## **Fees**

The library's fees are as follow:

DVD, feature, rental 7 calendar days	\$1.00
Non-resident library card (one year)	\$50.00
Photocopies (per page) \$ .10 for black and white/\$.25 for color	
Microfilm reader printouts (per page)	\$ 0.15
Computer printouts (per page) \$.10 for black and white/\$.25 for color	

## Fines

Persons returning materials to the library after the date they were due back are charged a fine of ten cents per day on items that circulate with no charge, and \$2.00 per day for feature DVDs. The fines accrue daily excluding Sundays, holidays, and any other day that the library is closed. Book drops are located at the main and Elmora and LaCorte branch libraries, and are open for patron convenience to return materials when the library is closed.

The library fines are as follows:

Overdue fine per item per day – excluding feature DVD’s	\$ 0.10	
Overdue fine per item per day – feature DVD’s	\$ 2.00	
Maximum (overdue) fine per item – Adult items \$10.00	Teen items \$7.50	Children’s items \$5.00
Replacement fee for lost library card	\$ 1.00, \$3.00 or \$5.00, as stated above	
Replacement fee for lost adult book	Cost of book plus \$5.00	
Replacement fee for lost children’s book	Cost of book plus \$5.00	
Replacement fee for lost DVD movie or music CD	Cost of item plus \$5.00	
Replacement fee for lost audiobook CD	\$12.00 per disc	
Replacement fee for lost periodical	Single copy price	

When the fines on a library card exceed \$4.99, the patron will be blocked. The patron will be unable to check out or renew additional material, place holds, or use the library Internet terminals.

When a child (under age 14) has a card that is blocked, a parent’s card will be blocked as well, since the parent is responsible for the fines on the child’s account. Circumventing the block with the use of a second child’s card will lead to the blocking of all cards at the family address until the fines are accounted for.

## Reimbursement for Lost Items

If a patron has paid for a lost item, and within thirty days of the date of payment, brings the lost item back to the library, the library will reimburse the patron for the cost of the item less the replacement fee of 5.00 for an adult or children’s book and/or \$5.00 for a movie DVD or music CD. A refund check will be processed and mailed to the patron no later than 30 days after the item has been returned.

After 60 days, overdue books are marked lost and a processing fee is added. If the patron returns a long lost book, only the processing fee must be paid.

Photocopy & Printout Fee Adjustment. Approved by the Library Board of Trustees.

18 November 2014

Effective December 1, 2014

Approved by the Library Board of Trustees. 15 October 2013

Effective November 1, 2013



## **Confidentiality of Library Users' Records**

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.

N. J. S. A. 18A:73-43.2

## INTERLIBRARY LOAN

**PURPOSE OF INTERLIBRARY LOAN:** To temporarily meet the needs of Elizabeth Public Library patrons by providing library materials in book and/or photocopy form and for items that are not part of the library's collection. Also, the Elizabeth Public Library assists other libraries to meet their patrons' needs by lending materials.

**ELIGIBLE PATRONS:** All valid Elizabeth Public Library cardholders, with certain limitations, are eligible for interlibrary loans. Excluded from interlibrary loans are patrons with delinquent records or residency in other cities who have been granted MURAL cards. Elizabeth residents under the age of eighteen are eligible for interlibrary loans.

**FEE CHARGES:** Fees are, generally, not charged for interlibrary loan service except when so specified by the lending library and the patron has agreed to the payment of the fee. When a lending library imposes a fee, the patron is to make out a check or money order payable to the lending library. This payment is then forwarded to the lending library by the Accounting Department. The library will make loans to patrons of other libraries in New Jersey, free of charge. Incoming interlibrary loan requests from out of state will be charged \$10.00 for every completed loan. This applies to book loans as well as photocopy requests.

In a situation where a patron places a reserve request on a book, and for a period of six weeks the book has not become available either because the person it is charged out to has not returned it or because the book is simply not on the shelf, the patron will be notified by telephone that the book

is still not available, asked if he or she still wants the book, and asked if he or she would like the library to attempt to borrow the book from another library. The patron will be asked if he or she would be willing to pay for the loan of a book if the only library from which it is available charges for such a service.

**MATERIALS INELIGIBLE FOR INTERLIBRARY LOAN:** The Elizabeth Public Library will not accept interlibrary loan requests for reference books, individual issues of magazines, course textbooks, audiovisual materials, and/or books that are on order or reserved.

**LIMITATIONS:** Patrons may request a maximum of five ILL items at one time. There are no limitations on the number of requests submitted by a patron during a calendar year. However, a patron's failure to claim a requested item and/or a pattern of delinquency in returning borrowed items can limit and even curtail interlibrary loan privileges.

**BORROWING TIME PERIODS:** The number of days that a patron may use a borrowed interlibrary loan book or other returnable items is stipulated by the lending library.

**RENEWALS:** Borrowed items may be renewed at the discretion of the lending library. To renew a borrowed item, the patron must physically surrender the item to Reference Services pending a response from the lending library. The time limit use of a renewed item is stipulated by the lending library. An item may be renewed only once. The continuous submission of a request for the same item once received by a patron is not allowed. Interlibrary Loan items may not be renewed via the Internet, over the phone, or at the branch libraries.

**LOST ITEMS:** The patron is responsible for the payment of lost items. The amount of payment is stipulated by the lending library. Payment is to be made by check or money order made payable to the lending library. The Accounting Department will forward this payment to the lending library. If the payment is not made by the patron, the Elizabeth Public Library will pay in lieu of the patron, and the Elizabeth Public Library will then take appropriate action against the patron.