

OAKLAND PUBLIC LIBRARY POLICY FOR THE 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 Borough of Oakland, 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 Borough of Oakland who is at least five (5) years old and can write his or her name 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 five (5) and eighteen (18) must be signed by a parent or legal guardian residing in the Borough of Oakland 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.

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 Borough of Oakland, or an employee or owner of a business located within the Borough of Oakland, is eligible to apply for a library 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.

Individuals who attend school in Oakland, but do not live in a town with a BCCLS library or an Open Borrowing 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 Oakland Public Library

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Note that non-residents are always encouraged to register as an Open Borrowing patron and to use their home library card if it participates in the Open Borrowing program.

3. Temporary Residents

A Courtesy Card may be issued an individual who temporarily resides (one year or less) with a resident of Oakland. The applicant must produce a photo ID and an affidavit from the person with whom they reside stating the duration of stay. A \$75 deposit is required, which will be refunded upon surrender of the Courtesy Card. See above for a description of Courtesy Card privileges.

4. Non-Residents Not Eligible for a Courtesy Card

Non-residents who are not eligible for a Courtesy Card may obtain a borrower's card by paying an annual fee of \$99. The card is valid for the individual purchaser only. See above for a description of Courtesy Card features.

5. Library borrower cards that have been lost or damaged will be replaced for \$3.00, however the first lost card will always be replaced for free.

Use of a Library Borrower's Card

- No books or materials may be checked out without a valid borrower's card from the Oakland Public Library or from another library with which the Library has an arrangement for borrowing privileges.
- 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.
- To protect the patron's privacy and security, the library will assign or reassign a PIN when the patron applies *in person* and presents his or her valid library card.
- All patron records are, by New Jersey State law, considered to be confidential.

Approved by the Oakland Public Library Board of Trustees

Date: August 18, 2010