

# ROCKAWAY TOWNSHIP FREE PUBLIC LIBRARY



<b>Policy Title:</b> <b>Borrower – Library Card Policy</b>		<b>Policy Number:</b> <b>1</b>
Effective Date: 10/1/2016	Supersedes:	Page 1 of 3

The Rockaway Township Free Public Library extends a library card with full borrowing and reciprocal borrowing privileges within the Morris Automated Information Network (M.A.I.N.), the Morris County Library, and participating libraries and library consortiums in the Open Borrowing Program.

**Full-service Cards** - Any resident or property taxpayer in Rockaway Township can get a full-service library card at no charge. Proof of eligibility such as a driver's license, current utility bill with name address, deed or lease, or similar form of identification and address is required at the time of registration. Full-service cards are good for three (3) years from the date it's issued. Every three (3) years a full-service card must be renewed to ensure residency and accuracy of contact information. Full-service cards entitle the bearer of the library card to:

Directly borrow print and no-print materials from the Rockaway Township Free Public Library and MAIN Libraries.

Place reserves on materials held at the Rockaway Township Free Public Library.

Request interlibrary loan materials from participating M.A.I.N. Libraries, the Morris County Library, and through the statewide library catalog of JerseyCat.

**Open Borrowing Card** - M.A.I.N. participates in the Open Borrowing Program with other library systems and consortia in New Jersey. Patrons with an Open Borrowing Card use their library card from their hometown library, and are registered in M.A.I.N. with an Open Borrowing user profile. These patrons may access their account online but do not have access to the patron online request system. For a current list of communities and consortia that participate, see [www.openborrowing.org](http://www.openborrowing.org). Open Borrowing is the method of providing library service to individuals who work in Morris County but do not reside in the county, and who reside in a community that also participates in Open Borrowing.

**Courtesy Card** - An individual who works in Rockaway Township but who does not reside in a community served by a M.A.I.N. member library, and who is not eligible for Open Borrowing, may be eligible for a courtesy card. Courtesy Cards are good for one year and the patron must present proof of employment in Rockaway Township. The bearer of the Courtesy Card is entitled to:

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Directly borrow print and no-print materials from the Rockaway Township Public Free Public Library only.

Courtesy borrowers are not afforded access to M.A.I.N. and are not provided the privilege of interlibrary loans.

Patrons with a Courtesy Card may request materials through the patron online request system for pick-up at either Morris County Library or the issuing member library. Member libraries reserve the right to restrict the items that they will loan to other libraries' courtesy card holders.

**Local-Only Pay Card** - Individuals who reside in a Morris County town that is not directly served by a M.A.I.N. library (currently Boonton Twp, Mine Hill, Netcong and Victory Gardens) may be eligible for a local-only pay card. The card will be issued by Morris County Library, and will have a sticker indicating which member library they pay for service. Patrons with this library card may borrow materials over the counter at the member library to which they pay for service, as well as at Morris County Library. They may also request items owned by the library providing pay service or by Morris County Library, for pick-up at either Morris County Library or at the library providing pay service. The fee for this card varies from year to year at a rate of per capita amount paid by a resident of Rockaway Township, plus 10%. For 2016 the cost is \$57.85.

**County College of Morris student** - CCM students who live in towns served by M.A.I.N. libraries are encouraged to use their hometown library card, in order to obtain full service as described as above. All member libraries of M.A.I.N. must provide service to students who present a current semester County College of Morris (CCM) library card. CCM students who use their CCM library card to borrow from MAIN libraries are treated as open borrowing patrons (see above).

**Check Out Without Presenting A Library Card** – The Rockaway Township Free Public Library issues a library card to eligible users, which entitles them to utilize all library services. This card is a positive form of identification and ensures the reliability, confidentiality, and integrity of a patron's record. All patrons are required to present their card when checking out materials and when placing items on reserve.

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In the event that the patron does not have his/her card in their immediate possession, he/she will be asked for an alternative form of identification, such as a driver's license, work or school identification, or similar form of identification. A note will be placed on the patron's record indicating non-presentation of library card, and the patron will be expected to bring his/her card on the next visit or purchase a replacement card for a cost of \$2.00.

The Library Board of Trustees reserves the right to revoke borrowing privileges when those privileges have been abused by chronic non-return of library items, or damage to library materials, or continued non-conformity to library policies.