



BERNARDS TOWNSHIP LIBRARY CIRCULATION POLICY

Library Cards:

Residents and property owners of Bernards Township are entitled to free, full Library privileges. Proof of residency or property ownership must be shown.

Members in good standing of libraries in communities participating in the following **reciprocal programs** are welcome to use their community's library card at Bernards Township Library. Each of these library cards has different levels of privileges.

- Morris Automated Information Network – MAIN
- Morris Union Federation – MUF
- Raritan Valley Federation – RVF
- Open Borrowing communities – LMxAC (includes libraries in Middlesex County, and some libraries from Monmouth, Somerset, and Union Counties), PALS (Passaic Library System), Sussex County, Warren County

If an individual does not have a library card from any of the communities with reciprocal programs listed above, the following groups are entitled to a free Bernards Township Library courtesy card. Each of these "courtesy" cards has a different level of privileges (See Privileges by Library Card Type table):

- **Workers** employed in Bernards Township
- **Temporary residents** of Bernards Township residing in group living homes
- **Students** who attend school in, but do not live in, Bernards Township

Registration is for a defined period and must be updated regularly as appropriate.

Library cards will not be updated for patrons with fees \$10.00 and higher charged to their Library account.

Confidentiality:

Library records are confidential. Bernards Township Library records on individual users are for the sole purpose of protecting public property and are not to be used to identify types of materials used or personal information about individuals. Bernards Township Library operates in compliance with the New Jersey Confidentiality of Library Records Law (N.J.S.A. 18A:73-43.1). (See Confidentiality of Library Records Policy; Tab 9).

Loan Periods:

In order to make Library items available to all patrons on an equal basis, the Library sets specific loan periods. The cardholder agrees to be responsible for items while on loan and for their return when due. Patrons are responsible for the timely return of all items borrowed.

Many Bernards Township Library patrons can borrow items from other libraries. For all items, the loan period of the owning library prevails.

Renewals:

The MAIN system will automatically renew eligible materials checked out on patrons' accounts for the same period of time that in which it was originally checked out as long as there are no other holds on the item. This period of time varies from library to library and material type to material type.



A three-day courtesy email notice will inform library patrons of items that are eligible and ineligible for automatic renewal. The notice will also indicate the updated due dates of the renewed items.

Overdue Items:

Bernards Township Library items accrue fines when overdue. All parts of a multi-piece item, such as an audiobook with multiple discs, must be returned for the item to be considered returned.

Fines:

The total fine per item will never exceed the replacement cost.

The maximum fine for most Library items is \$5.00/each item.

Patrons with fees of \$10.00 or higher will not be able to borrow Library items.

For items borrowed from other libraries, the overdue fine set by the owning library prevails.

Lost and Damaged Items:

Patrons are responsible for all items checked out and are expected to return them in the same condition as when they were borrowed.

When an item is lost or damaged beyond repair, the patron will be liable for the replacement cost as determined in the MAIN catalog. If part/s of a multi-piece library item are lost or damaged, the patron will be liable for the replacement cost of the missing or damaged part/s.

Damaged items will be returned to the patron after the replacement cost is paid.

Replacement costs must be paid directly to the owning library.

For items borrowed from other libraries, the replacement policy of the owning library prevails.

Reciprocal Borrowing and Interlibrary Loan (ILL):

Bernards Township Library recognizes that library cooperation and the sharing of materials between libraries is an integral element in the provision of quality library service and meeting the information needs of users when local resources do not meet those needs.

In view of this, Bernards Township Library participates in reciprocal borrowing arrangements with its partner libraries in the Morris Automated Information Network (MAIN). Users may borrow in person at these libraries, and items in the MAIN Catalog may be requested online and delivered to the patron's chosen library. There is no charge for this service.

Bernards Township Library also participates in reciprocal borrowing arrangements with its partner libraries the Morris Union Federation of Libraries (MUF), and the Raritan Valley Federation of Libraries (RVF). Users may borrow in person at these libraries.



Bernards Township Library also endorses the New Jersey Interlibrary Loan Code and offers full participation in JerseyCat, the free statewide interlibrary loan program, as its resources allow. Interlibrary loan is a transaction in which one library borrows an item directly from another library on behalf of a patron. Interlibrary loan service is available to Bernards Township residents holding a valid library card; out-of-town residents must place interlibrary loan requests through their home libraries.

An agreement with OCLC allows JerseyCat members to request items from out-of-state libraries if what they need is not available in New Jersey.

There is not normally a charge to the user for interlibrary loan but lending, photocopy and mailing fees for materials borrowed from other libraries may be passed on to the user.

Interlibrary loan is not a substitute for developing the local collection but may be used to obtain specific items outside the scope of that collection or no longer available from the publisher.