

BORROWING PRIVILEGES

The Franklin Lakes Public Library collection is accessible to all in the building. Borrowing privileges are extended under the following conditions:

Franklin Lakes Public Library borrower's card is accessible to all residents of Franklin Lakes. The signed application form is a contract of the borrower's responsibility to abide by library policy and procedures. The term of the borrower's card is three (3) years, renewable upon receipt of proper identification.

1. An adult card is issued to persons eighteen (18) or older. Identification, with proof of residency, is required.
2. A juvenile card is issued to anyone under eighteen (18). The application form must be signed by a parent or legal guardian. Proof of residency is required.
3. Post office boxes or commercial box numbers are recorded for mailing purposes only. A secondary form of identification, which includes a verifiable local street address, must be provided to establish proof of residency.
4. In the case of a live-in nanny/au pair or housekeeper etc., the employer must fill out and sign the registration form. It is preferred that the employer have a valid Franklin Lakes Library card.
5. All of the identification above must show a Franklin Lakes street address.
6. Proof of residency must be established using one of the following:
 - a. Current New Jersey Driver's License
 - b. Current Non-Driver's State ID
7. Or with two of the following:
 - a. Bank statement
 - b. Mortgage, lease or deed
 - c. Pay stub
 - d. Tax bill
 - e. Correspondence sent within the last 30 days by a government entity.

RECIPROCAL BORROWING:

Any person with a valid library account may borrow material(s).

NON-RESIDENT BORROWERS:

1. Any person employed in the Borough of Franklin Lakes who attends school or pays taxes in the community is eligible for a free courtesy borrower's card. This card is issued for a term of one (1) year and is renewable if the eligibility is still valid. Proof of employment, enrollment, or tax

payment is required. Courtesy cardholders can only borrow materials from the Franklin Lakes Public Library.

2. If a patron owns property in one BCCLS town and lives in another BCCLS town, the patron is entitled to a card in each town, although the patron should be encouraged only to have one card.
3. Staff members who reside in a BCCLS town other than the town where the staff member is employed must be issued a card by the library where the staff member resides. All staff must use their cards when borrowing material(s) in the BCCLS system. A Franklin Lakes card will be issued only to non-BCCLS library personnel.
4. BCCLS libraries are authorized to renew all library cards except pay and courtesy cards, which must be renewed annually at the issuing library.

SPECIAL BORROWERS:

Local government agencies and schools are eligible for an institutional borrower's card. The institution's financial officer must sign a BCCLS Memo of Agreement form (SEE ADDENDA).

SUSPENSION OF BORROWING PRIVILEGES:

If a borrower does not comply with the circulation rules and regulations, borrowing privileges may be suspended. Privileges will be suspended when fines and/or lost material charges exceed amounts outlined by BCCLS

BORROWER'S DISPUTES, CLAIMS:

Borrowing privileges will be continued for a period of four (4) weeks when there is a matter of dispute between the library and a patron. Possible instances include a claim that an item has been returned, a fine previously paid, or an item was damaged before borrowing.

To have this matter adjudicated by the Director of the Library, borrowers shall be required to present a written statement within two (2) weeks of the time it is first acknowledged that there is a dispute in progress. The REQUEST FOR RECONSIDERATION FORM (see ADDENDA) will be used for this statement.

The Library Director and Circulation Manager shall investigate the claim and issue a response to the borrower within two (2) weeks. This response may be in writing or by telephone.

A decision in favor of the borrower will be noted on his/her library card, and all fines/fees will be cleared accordingly. Established circulation policy and procedures shall apply if the decision is to maintain the library's position on the matter. This usually means that the borrowing privileges of the cardholder will be suspended until all fines/fees are paid to the library.

PRESENTATION OF LIBRARY CARDS:

The library card is the official identification of a valid borrower. However, a valid ID will also be used to borrow materials.

INACTIVE BORROWERS:

An inactive card for three (3) or more years will be withdrawn. Once withdrawn, the card cannot be reinstated. The Library will issue the former borrower a new card (i.e., no fee) once residency is reconfirmed and a new borrower's card application is completed.

BORROWING PRIVILEGES IMPLEMENTATION NOTES

For a temporary resident, i.e., someone who plans to reside in the community for a few months and does not have resident information, follow this practice established by BCCLS.

If the individual resides in another BCCLS community, they are expected to utilize their resident card to borrow materials from the Franklin Lakes Public Library. If an individual does not reside in a BCCLS community, the card is issued for a period of one (1) year, and it may be used for any service provided by this Library only. The card is retained by the Library.

Non-resident cardholders must renew their cards annually, and present current employer, taxpayer, or school enrollment identification.

SCHOOLS:

If it is approved by the Superintendent of Schools or, in the case of a private institution, by the school principal, local schools may have a library card established in their name in the BCCLS system. This card is retained by the library in the community where the school is located. In general, using this card is at the discretion of the School Media Specialist, who must notify the library if authorization to use the card is delegated to any other individual, such as a teacher or administrator. The school is, therefore, the responsible party and must sign an agreement to this effect (see "**Memo of Agreement**" in Addenda)

MUNICIPALITY:

Similarly, a municipal employee on official business may use a special card designed for the municipality. No special agreement is involved.

The Head of Circulation has the responsibility/authority to establish these unique library cards, in consultation with the Library Director, if necessary.

Approved: 3/9/81

Current Revision: 1/2024

ADDENDA

[BCCLS MEMO OF AGREEMENT.PDF](#)

[REQUEST FOR RECONSIDERATION FORM.PDF](#)

[NJSA CONFIDENTIALITY OF LIBRARY USERS' RECORDS.PDF](#)

[ALA POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS.PDF](#)