

## Policy on Library Card Registration

The Haworth Municipal Library issues residents free library cards. Applicants for library cards must fill out a registration card with their names, address and phone number and must show proof of residency in the form of a piece of photo identification that includes their address. A child enrolled in Kindergarten may obtain a library card, but is encouraged to wait until the Kindergarten classes from the elementary school visit in October. Kindergarten students at non-public schools and homeschooled may obtain library cards when requested. Babysitters/au pairs must use their employers' card.

Patrons who work in Haworth, but do not live in town may request a courtesy (revised) card. Residents of Bergen County who live in a town that does not have a library may purchase a card for an annual fee of \$100 for one year. There is a limit of 5 pay cards per family per year.

The first replacement for a lost library card will be free. Additional replacements incur a fee of \$3.00.

Library cards are not automatically updated in the computer every three years. The patron needs to physically come into the library.

### Unrestricted Cards

BCCLS libraries are authorized to renew all unrestricted library cards upon presentation of the card and a current official document (photo id, piece of mail that is a bill) that includes an address that matches what is currently in the patron record. Children accompanied by a parent meeting the specifications of this policy may have their cards reviewed. Patrons requiring address changes must return to their home library for renewal or to their new home library for re-registration.

### Pay Cards

Pay and courtesy cards must be renewed at the issuing library.

### Staff Library Cards

At the discretion of the Library Director, staff may be eligible for a library staff card, regardless of residency. These cards can provide access to locally restricted resources, such as individually subscribed online databases.

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