

Rahway Public Library - Borrowing Policy

Rahway Public Library cards are provided free of charge to anyone that meets the following qualifications

1. They reside within the City of Rahway
2. Non-residents who own property or a business with Rahway
3. Non-residents who work within Rahway

Photo ID and proof of address is required to verify residency.

Non-residents who work within Rahway must also provide proof of employment at a local business or employer.

Non-residents who own property in Rahway must provide proof of property ownership in the form of a City tax bill in addition to their photo ID and proof of address.

Juvenile Cards

Anyone under the age of 18 can receive a juvenile Rahway Public Library card by filling out the application and securing the signature of their parent or legal guardian. Children must be present in order to apply for a library card. Emancipated minors who have proof of their court ordered emancipation, may receive an adult card without parental consent.

Limited Library Card

A Limited Library Card may be issued at the discretion of management to individuals who can provide valid photo ID but whose living situation is unresolved – such as a crisis center, half-way house, hotel, motel or other similar circumstances. Management may require additional written documentation to verify the unresolved living situation. Limited Library Cards will allow no more than two items to be checked out at a time.

MURAL Access

Middlesex Union Reciprocal Agreement Libraries (MURAL) allow for shared access to participating libraries within Middlesex and Union Counties. Members of libraries in the MURAL agreement may have access to materials at the Rahway Public Library using their home library card, as long as their home library account is in good standing. MURAL borrowers present proof of ID and their home library card. MURAL borrowers must renew their access to the Rahway Public Library every year.

Pay Patron

People who are not eligible for a Rahway Public Library card and do not have access to our collection through a library in MURAL are able to receive a library card, with full borrowing privileges by showing proof of ID and address, along with an annual fee of \$50. Senior Citizens, 65 and older, will have a reduced fee of \$10.

Replacement Cards

If a patron loses their library card and needs to replace it, that can be done by providing proof of identity and a \$1.00 replacement fee for a new card.

Library Card Renewals

Rahway Public Library cards are valid for two (2) years. At the conclusion of your two-year membership, you will be asked to re-verify your address and identity in order to renew your card for an additional two year term.

The Rahway Public Library requires both proof of identity and proof of address when applying for a Rahway Public Library Card.

Acceptable proof of Identity shall be one or more of the following

- Valid driver's license
- Valid state ID
- Valid US/Foreign passport
- Valid Permanent Resident Card (Green Card)
- Valid military ID
- Valid School ID Card (with expiration date)
- Additional documents at the discretion of Library Management

Acceptable proof of address must have the person's name and address and shall be one or more of the following – electronic copies are acceptable

- Utility bill less than 2 months old
- Property tax bill for the current year
- Current mortgage bill
- Typed lease
- Current bank statement
- Current credit card bill
- Tuition bill for the current term
- Current pay stub
- School registration for the current term
- Current report card
- Car registration
- Car insurance
- Additional documents at the discretion of Library Management

RAHWAY PUBLIC LIBRARY BORROWING AGREEMENT – TERMS AND CONDITIONS:

- I will not lend my library card for use by others
- I will keep my registration information current and inform the library if my card is missing
- I will present my card to borrow materials.
- I will handle borrowed items responsibly.
- You will have the right/privilege to borrow materials and remove them from the library premises for a set 'loan period' which may vary according to library format of materials.
- Eligible materials will automatically renew before their due date for an additional full loan period. You will be notified via email of this renewal (if you have email notifications set up).
- You will be obligated to return materials by the end of the established 'loan period' without further notice.
- Items not returned by the date which concludes the 'loan period' are delinquent of these terms and will be marked as lost after 60 days.
- Patrons will be assessed the cost of the item and a \$5 service fee for lost items.
- Fees of more than \$15 result in a block suspending the privileges of the cardholder. A juvenile account being blocked will result in the block of the adult their library card is connected to. An adult being blocked will not result in the block of any juvenile cards connected to their account.
- You will receive a printed receipt for items borrowed at the time of borrowing transaction which you should keep until items are returned as your only notice of the date items are due.
- You may request email notifications for items that are overdue for yourself and your minor children. This is a courtesy reminder and delivery failure of email notifications is not grounds for waiver of charges.
- Your online account is the official record of your library transactions
- You may access your online account by registering for a PIN at the library. If you forget your PIN you must change it.
- You may dispute charges on your account in writing to Library Administration, 2 City Hall Plaza, Rahway, NJ 07065 or info@rahwaylibrary.org

PAYMENT

- The library expects prompt payment of charges incurred. Cash and credit/debit cards are accepted. Checks are not accepted.
- Charges on your account are a debt obligation. The library will actively pursue debts.
- The library will employ letters, emails, phone calls, and legal proceedings to collect on debt.
- New Jersey Administrative Code identifies unreturned library materials as 'theft'. City of Rahway Municipal Code provides for court summons in the case of library 'theft'. New Jersey Small Claims Court permits filing for recovery of library debt.