

LIBRARY MEMBERSHIP

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Resolution 2014-14

LIBRARY MEMBERSHIP

LIBRARY SERVICE AREA

Warren County Library receives funding through property taxes from the seventeen (17) townships in the county and the Town of Belvidere, and which is provided for in NJS 33:40 concerning the creation and maintenance of county libraries. The seventeen (17) Townships in Warren County and the Town of Belvidere constitute the **service area** of the Library.

Excluded from the **service area** are the municipalities of Alpha, Hackettstown, Phillipsburg and Washington Borough. These municipalities support and maintain independent libraries which are not part of the county library system.

TYPES OF MEMBERSHIP

Warren County Library memberships are renewed annually unless otherwise noted. Identification is required when registering and renewing memberships (see **IDENTIFICATION**). Membership is non-transferrable and member photographs will be attached to their accounts when applying for, or renewing library cards to prevent unauthorized access of library accounts.

Resident Card: Persons who reside, or own property in the library **service area** are entitled to a free Warren County Library card.

Non-Resident Card: Persons who reside outside of the **service area**, but not limited to Alpha, Hackettstown, Phillipsburg and Washington Borough can purchase a Warren County Library membership. Fees for the card are consistent with the tax support provided by residents and property owners in our **service area**. Non-resident card purchases are non-refundable and can be purchased as 3 month, 6 month or annual (12) month memberships. Current membership fees are: \$38.75/3 months, \$77.50/6 months, and \$155/12 months. Purchase of a Non-Resident card allows all members of a household to use the Warren County Library.

Open Borrowing Card: Persons with a valid library membership from one of the participating libraries in the reciprocal borrowing agreement "Open Borrowing" can use their library card from their home library at the Warren County Library. Warren County Library may refuse service to any person whose account has been identified as blocked or not in good standing by their home library. Warren County Library does not extend reciprocal borrowing under the "Open Borrowing" agreement to members of municipal libraries located in Warren County (Alpha, Hackettstown, Phillipsburg and Washington Borough). There is no charge for this membership. Cost of this service is paid by participating libraries and is assessed on usage of the service.

Courtesy Card: Warren County Library extends courtesy memberships to non-residents and organizations who meet the qualifications listed below.

- Schools located in the library's **service area** can be issued an organization card. Application for such card must be in the form of a letter from the principal, owner, or board president on an annual basis. The card will be issued under the name of the school, however the person signing the application (**card holder**) will be responsible for all fines and/or replacement charges for library material borrowed on the card, regardless of who used the card.
- Businesses or organizations with a permanent address in the library's **service area** can be issued a card. Application for such card must be in the form of a letter from the business owner or the executive of the organization. Proof of address such as a current lease is required to establish residence requirement. The card will be issued in the name of the business or organization; however the person signing the application (**card holder**) will be responsible for all fines and/or replacement charges for library material borrowed on the card, regardless of who used the card.
- Former Warren County Library Commission members and retired library staff members.

- Students and teachers at Warren County Community College and Warren County Technical School; or teachers at schools visited by the Warren County Bookmobile; who do not reside in the library **service area**. Membership is for the use of the student or teacher only. Proof of employment or attendance at the school will be required. Student cards will expire at the end of the regular school year (June) or term that student is enrolled.
- Warren County Employees who do not reside in the library **service area**. Proof of current employment is required.
- New Jersey State Employees working in our **service area**, performing work related to the operation of Warren County government. Proof of current employment is required.

CHILDREN & YOUNG ADULTS

Children are eligible for a library card when they are able to sign their first and last names. A parent or legal guardian with a resident card, or a parent or guardian who has paid for a non-resident card, must accompany a their child (under 18) who is applying for a card; and accept responsibility for the return of library materials borrowed by the minor, any charges on the minor's account, and the minor's choice of library material. Accounts belonging to minors will be linked to the library account of the parent or legal guardian who accompanied the minor when issued a library card and accepted responsibility for the minor's account.

PHILLIPSBURG LIBRARY MEMBERSHIP

Warren County Library contracts with the Phillipsburg Public Library to provide additional library service to residents in our **service area**. The cost of this contract for service is paid by the Warren County Library and residents in our **service area** are not charged a membership fee at the Phillipsburg Library. For information about Phillipsburg membership requirements and other policies visit <http://www.pburglib.org/>

VOLUNTEER MEMBERSHIP

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Volunteer memberships (valid for six months) may be extended to non-resident adult library volunteers after contributing 25 approved volunteer service hours within the preceding six-month period.

IDENTIFICATION

All Warren County Library memberships are renewed annually unless otherwise stated. **Valid/current identification** is required whenever a library membership is issued or renewed. In addition to identification showing current identity and address, some types of memberships require additional pieces of identification to qualify for membership. For example: Courtesy cards may require a student card, county issued pay stub or lease for business space; open borrowing members must present a valid library card (not expired and in good standing) from their home library.

All Memberships require valid/current identification (not expired; or issued/mailed not more than 3 months prior to the application; *and* showing current name and physical address/residence) such as:

- NJ driver's license or non-driver's license
- Photo ID with address
- Tax bill or receipt

- Lease agreement
- Voter registration card
- Utility or credit card bill
- Bank statement
- Tax return
- Government issued identification

Minor aged children (under 18) who can sign their first and last name; will be issued a library card which is linked to the library account of the responsible parent or legal guardian. The parent or legal guardian must present their **valid library card** (not expired) or **valid/current identification** when applying for, or renewing a card for their minor aged child. If a parent or guardian does not have a library card they will be issued a card when presenting **valid/current identification**. Minors (over 16) with valid government issued photo ID and no outstanding balance on their library account; may renew their library card without a responsible parent or guardian present.

COURTESY CARDS

Courtesy cards are only issued to persons who provide **valid/current identification** and **acceptable documentation** (not expired; or issued/mailed not more than 3 months prior to the application) that indicates they qualify for a Warren County Library card such as:

- Student card
- Lease agreement
- Pay stub
- Official letter from school, organization or business

OPEN BORROWING CARDS

Library members from participating opening borrowing libraries must present their library card from their home library; and **valid/current identification**. Warren County Library may refuse service to any person whose account has been identified as blocked or not in good standing by their home library.

RESOLUTION 2014-14; AMENDMENT 2015-10; AMENDMENT 2016-15