Circulation Policy

Policy #1.15

The Livingston Public Library, the place where reading, learning, and ideas converge to transform lives.

In keeping with this mission statement, Livingston Public Library strives to meet the needs of its members in all aspects of library services.

As a center of education, information, recreation and culture, the Library shall serve a diverse and changing community with a welcoming atmosphere, a qualified staff, and a wide variety of materials, programs and current technology.

Library Membership:

The Livingston Public Library requires that all members have a valid Library Membership in order to borrow materials. The Library is part of the Bergen County Cooperative Library System (BCCLS) and Reciprocal Borrowing and Lending (ReBL). The Library follows the reciprocal borrowing policies set by the cooperative and the ReBL membership guidelines. All patrons may have only one valid membership in the system.

Patrons must present proof of a valid Library Membership in order to check out materials from the Library. The Library will also accept library account numbers presented via phone or app.

The Livingston Public Library offers a variety of memberships. Valid ID and proof of residency is required for all cards.

Acceptable forms of Identification:
In order to obtain a Library Membership, ID must be valid and must include the individual’s current street address. P.O. boxes or commercial box numbers can be used for mailings only, and are not acceptable as proof of residency. Acceptable forms of ID include:

- Current Driver’s License or Non-Driver Identification Card issued by the Motor Vehicle Commission. (If it does not have a current street address, an additional form of ID from the list below will be necessary)
● Voter Registration Card
● Military or other Government ID
● Student or Job ID
● Store Membership Card with photo (if it does not have a current street address, an additional form of ID from this list will be necessary)
● Government Issued Passport
● Essex County ID
● Mortgage or Lease Statement (dated within the past 30 days)
● Utility Bill (dated within the past 30 days)
● Tax Records (current year)
● Bank Statement (dated within the past 30 days)
● Report card--Students (current or immediate past school year)

**Memberships:**

● Free Resident Memberships
All residents and property owners of Livingston are entitled to a free library membership. Proof of residency or property ownership is required. ID must be current and valid.

● Courtesy Memberships
Patrons who work or attend school in Livingston may qualify for a Livingston Library Courtesy membership. Proof of Livingston employment or school enrollment is required.

Acceptable forms of identification include:

● Photo ID and one of the following:
  ● Current pay stub (dated within the past 30 days)
  ● Letter from employer (dated within the past 30 days)
  ● School report card (current school year)
  ● School ID with current year (may also serve as photo ID)

Courtesy Memberships are valid for one (1) calendar year and are accepted only at the Livingston Public Library.
Please note, Courtesy members may not reserve/place holds or renew items in the Public Access Catalog (PAC) at this time, and must call the Library at (973)992-4600 for these services. Courtesy members only have access to on-site use of the physical collection. Courtesy cards do not have access to online or special collections.

- ReBL cards
ReBL (Reciprocal Borrowing) memberships are available from many libraries in Essex County and are valid with the Livingston Public Library. **ReBL participation is determined by Libraries at a local level and can change. Please check to confirm a Library's participation status. Current participating libraries include:**

Belleville Public Library, Bloomfield Public Library, Caldwell University Library, Caldwell Public Library, Cedar Grove Public Library, East Orange Public Library, Essex County College Library, Fairfield Public Library, Irvington Public Library, Livingston Public Library, Maplewood Public Library, Newark Public Library, Orange Public Library, Roseland Free Public Library, Rutgers-Newark (Dana Library), Seton Hall University Library, South Orange Public Library, Verona Public Library, West Orange Public Library* (Updated 2023)

ReBL memberships expire at the end of the calendar year and must have a current sticker. ReBL members have limited borrowing privileges with the Livingston Public Library. ReBL members have access to only the on-site physical collection. **ReBL cards do not have access to online or special collections.** Please call (973) 992-4600 for more information.

- Institutional Memberships.
This membership type is used for local institutions (e.g. schools, senior centers, non-profits, etc.) and libraries outside of BCCLS (ex. Princeton Public Library) for Inter-Library Loan (ILL) checkouts. Institutional Memberships are restricted to on-site use at the Livingston Public Library. Institutional Memberships are not permitted access to eBCCLS content. Eligible institutions will be asked to sign a user agreement before a card is issued. Please call (973) 992-4600 for more information.
Courtesys, ReBL, and Institutional Memberships have limited borrowing capabilities and may not borrow Library of Things materials; museum passes; special collections; video games; or access eContent. Memberships do not grant borrowing privileges at other BCCLS libraries, with the exception of ReBL memberships who have borrowing privileges only at other ReBL libraries within BCCLS. Courtesy, ReBL, and Institutional Memberships may not reserve/place holds or renew items in the Public Access Catalog (PAC) at this time, and must call the Library at (973)992-4600 for these services.

Pay Memberships
- Purchased Memberships
Library Memberships are available for purchase to non-residents for $150 annually per person and $300 annually per family. Paid memberships are only valid at the Livingston Public Library. Please note, Paid members may not place holds in the PAC or via the website. Please call the Library for assistance. Paid memberships do not have access to eBCCLS content. Pay members have access to limited Livingston Library-funded digital resources, digital content, museum passes, and the Library of Things.

Member User Agreement:
In registering for a Livingston Library membership, patrons are agreeing that they are responsible for all materials checked out to their Library account. Parents or guardians are financially responsible for all materials checked out by their minor children. Materials checked out must be returned in good and complete condition. Any material lost or damaged will be charged to the library card. (See Loan Periods and Fees section below.)

Blocked memberships are prohibited from checking out material until the account is returned to good standing. A card will be considered blocked when:

- Fees total $10.00 or more
- An account has more than ten (10) items overdue
- An item checked out to an account is more than thirty (30) days overdue

All members can access their library account online 24/7, where they can view and manage the following: items currently checked out, outstanding fees, requests*,
notification settings, as well as the ability to renew* items before they become overdue. A valid library card number and PIN will be needed to login. Members can click on Your Account at livingstonlibrary.org on our webpage or visit https://berg.na2.iiivega.com/.

*Courtesy memberships, ReBL, Institutional memberships, and Pay card memberships must contact the Livingston Public Library to reserve/place holds and renew items.

**Renewing library cards:**
Livingston Public Library memberships expire every three (3) years. Courtesy, ReBL, Institutional, and Pay card memberships expire after one (1) year. ReBL memberships expire at the end of each calendar year. Members will need to visit the Library to renew their membership and must present an acceptable form of ID. The Library will not renew cards via the phone, email or regular mail in order to authenticate residency with a valid physical ID.

**Lost or stolen cards:**
If a Library card is lost or stolen, the member must contact the Library’s Patron Services department, (973) 992-4600, as soon as possible in order to prevent unauthorized use of the card. Members will need to visit the Library to replace their card and must present an acceptable form of ID. The Library will not replace cards via the phone, email or regular mail.

**Holds:**
Members may request that the Library reserve/put on hold items that are currently checked out or available at another BCCLS library. Items in the Library’s collection may be reserved at the Adult Services desk, Patron Services desk, Youth Services desk, PACs or by phone. Livingston residents can visit the library’s website to place a reserve.

There is no charge to reserve a book. If an item is not included in the Livingston or BCCLS collections, the Library may try to locate it by placing an inter-library loan (ILL) request for the item (see below). ‘HOLD’ items must be checked out onto the same library account that created the hold. Reserved items on the HOLDS shelf
must be checked out to the Library account before the item(s) may leave the Library. Member borrowing limitations may affect holds privileges.

**Interlibrary Loan (ILL):**

Inter-library Loan (ILL) is a request option for members in good standing on items that are not owned by the Livingston Library or BCCLS. An ILL request can take 2-3 weeks until the item is available for pickup. Livingston adult members are allowed up to 3 ILL requests in the system at one time. No ILL requests will be placed for patrons under the age of 18. Loan periods of ILL requests are typically 2 weeks (14 days) for media and 4 weeks (28 days) for print materials; however, loan periods are subject to the loaning libraries’ discretion. Inter-Library Loans are not eligible for renewal.

**Auto-Renewals:** As of February 14, 2020, items that are eligible for renewal will be automatically renewed three (3) days before the item's due date for the loan period plus three days. Items that are not eligible for renewals will not be renewed. These include items that are on hold for another patron, items that are out of renewals, and items that cannot be renewed. Patrons who have requested email and text notifications will be notified when items have been renewed. It is the patron’s responsibility to be aware of items that have not been renewed and return them to the library on or before their due-date.

**Loan periods and Replacement schedule:**

A public library exists to serve the community and is based on the sharing of resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Customers are encouraged to follow lending loan periods and return materials on time. LPL agrees with the American Library Association policy statement that the “imposition of monetary library fines creates a barrier to the provision of library and information services.”

Due to the limited supply of some Livingston library materials, daily overdue fines are accessed on some items as prescribed in the chart below. Items checked out
from other libraries may have a fine, based on the owning library’s policies. Patrons are responsible for checking the fees from other libraries.

Livingston/BCCLS members can check out up to a maximum TOTAL of 50 items per library membership at any one time. Members must present proof of library membership at the time of checkout.

All information listed in the following chart is subject to change at any time by the Library, at its sole discretion. Issuance of an updated chart or notice, will be posted in the Library and on the Library’s website.

<table>
<thead>
<tr>
<th>Material</th>
<th>Loan Period</th>
<th>Renewals*</th>
<th>Limit per Card**</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction/Nonfiction books, audiobooks</td>
<td>28 days</td>
<td>2</td>
<td>Up to 50 items</td>
<td>N/A</td>
</tr>
<tr>
<td>New Fiction’/Nonfiction books, audiobooks</td>
<td>14 days</td>
<td>1</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Magazines, videogames, DVD</td>
<td>14 days</td>
<td>2</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Interlibrary Loan (ILL)</td>
<td></td>
<td></td>
<td></td>
<td>$1.00 / day</td>
</tr>
<tr>
<td>New DVD</td>
<td>7 days</td>
<td>1</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Museum Pass</td>
<td>3 days</td>
<td>No renewal</td>
<td>2</td>
<td>$5.00/day fine</td>
</tr>
<tr>
<td>Library of Things</td>
<td>14 days</td>
<td>No renewal</td>
<td>2</td>
<td>$5.00/day fine</td>
</tr>
<tr>
<td>Video Game Console</td>
<td>7 days</td>
<td>No renewal</td>
<td>1</td>
<td>$5/day fine</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------</td>
<td>------------</td>
<td>---</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Total Item Limit per card</strong></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

*Materials cannot be renewed if there is a hold on them for another member.**All cards have a limit of 50 items at any time.*

### Livingston Damaged Items/Lost Item Fees

<table>
<thead>
<tr>
<th>ITEM TYPE</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items considered too damaged to circulate or lost</td>
<td>Determined by the price listed in the library database or, if the price is not listed in the database, by comparing the replacement cost and processing fee from a library vendor.</td>
</tr>
<tr>
<td>Lost museum pass</td>
<td>Fee the museum charges to replace the Library's membership, plus a $25 processing fee.</td>
</tr>
<tr>
<td>Lost/Damaged museum pass case</td>
<td>$25.00</td>
</tr>
<tr>
<td>Lost/Damaged Library of Things</td>
<td>Cost of replacement item to be determined by the library on a case by case basis</td>
</tr>
<tr>
<td>Item Description</td>
<td>Cost</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Damaged/ Lost Video Games</td>
<td>$50.00</td>
</tr>
<tr>
<td>Missing Audiobook CD</td>
<td>$12.00/ CD if available; otherwise cost to replace the entire audiobook.</td>
</tr>
<tr>
<td>Missing travel map</td>
<td>$5.00</td>
</tr>
<tr>
<td>Video Game Console</td>
<td>Determined by console as defined in the borrowing agreement.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Headphones</td>
<td>$2.00/pair</td>
</tr>
<tr>
<td>Printing/Copier</td>
<td>$0.15/page for B&amp;W</td>
</tr>
<tr>
<td></td>
<td>$0.25/page for Color</td>
</tr>
</tbody>
</table>

**Maximum fines:**
Fines apply to overdue items. Fines are capped at $20.00 per item. Fees apply to lost or damaged material. Fees are not subject to a cap and are determined based on item value.

Any member with an account balance of ten dollars ($10) or more or an unpaid lost item replacement fee shall forfeit borrowing and renewing privileges until the lost item replacement fee is paid in full or the fine balance is brought below ten dollars ($10).
Notifications:
The Library offers courtesy renewal, reserve, overdue, and lost item notifications via email, text, or mail. It is the member's full responsibility to keep track of when items are due to be returned to the Library. Due dates can be checked online at any time. During library hours, members may call the Library, (973) 992-4600, to inquire about due dates. Members opting for email or text notifications will also receive an additional courtesy notification, sent 3 days prior to the date borrowed materials are due, informing them if the item has been auto-renewed or if it must be returned.

The Library will notify a customer thirty (30), sixty (60), and ninety (90) days after the item's due date. If materials are kept for sixty (60) days past the due date, a lost item replacement fee will be assessed.

Lost and damaged items:
If an item is long overdue (60 days or more) or damaged, the Library will bill the member for the cost to replace the item. Replacements will be assessed based on the Damaged and Lost items schedule. Under special circumstances, the Library will consider replacement copies for Livingston Public Library items only. Replacement copies must be unused and brand new and the ISBN must match the lost or damaged item.

Customers have the option of paying fees via credit card from the Integrated Library System (ILS). This option includes a transaction fee assessed by BCCLS for the service. To pay with a credit card, patron's must login to their library account. Library staff cannot take a credit card payment in person or via the phone.

Refunds:
No refunds will be offered. Members paying for a damaged item may keep that item. If a lost item is found after it has been paid for, the member may keep that item.

Museum Passes:
The Library maintains entrance passes for select museums, which allow the holder to visit the museum without having to pay an admission charge. Passes are available only to Livingston residents and pay card holders in good standing, 18 years and older. Passes DO NOT include parking, and may not have access to special exhibits
or events. Passes are to be reserved at the Library's **LendingKey webpage** or by calling the main desk at (973) 992-4600 and a Livingston Library card is required. Reserve dates are for the day the pass will be picked up from the Library. The Museum Pass contract must be signed if it is the first-time borrowing a pass with the Livingston Public Library. Patrons are limited to two Library of Things items or Museum Passes at one time.

Members are reminded to bring their Livingston Library card and the Museum Pass to the museum in order to gain free admission. Passes must be returned before Library closing time on the date it is due. Passes may not be put in the book drop or they will be considered returned late and the member will be subject to fine. Refer to the Library’s Fine Schedule to review costs for lost museum passes and or lost museum pass cases. Borrowers of a pass are strongly encouraged to check individual museum websites to verify their hours of operation.

Please call the Library during operating hours at 973-992-4600 to cancel a reservation. Repeated failure to pick up a reserved museum pass will result in a suspension of reservation privileges for three months.

*Our borrowable museum pass program is made possible through the fundraising efforts of the Friends of the Livingston Public Library.*

**Library of Things**
The Library has a variety of circulating items in our Library of Things collection. Items include but are not limited to, telescopes, hotspots, Rokus, laptops, and various kits. Library of Things items are available to Livingston residents and pay card members in good standing, 18 years and older, only. Items are to be reserved at the Library's **MuseumKey webpage** or by calling the main desk at (973) 992-4600 and a Livingston Library card is required. Reserve dates are for the day the item/s will be picked up from the Library. The Library of Things contract must be signed if it is the first time borrowing a pass with the Livingston Public Library. Patrons are limited to two Library of Things items or Museum Passes at one time.

Library of Things items must be returned before Library closing time on the date it is due. Items may not be put in the book drop or they will be considered returned late
and the member will be subject to a fine. Patrons are fully responsible for the safekeeping and proper use of any Library of Things item while it is checked out to them. Lost or damaged items will be assessed a replacement fee on a case-by-case basis.

Please call the Library during operating hours at 973-992-4600 to cancel a reservation. Repeated failure to pick up a reserved Library of Things item will result in a suspension of reservation privileges for three months.

*The Museum Pass Program and the Library of Things Program are made possible through the generous support of the Friends of the Livingston Public Library.*

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Revised: 6/13/23