

LIBRARY SERVICES

MEMBERSHIP

All Berlin Boro residents (zip code 08009) are entitled to a free library card based on proof of residency.

Adult (18 years of age or older)

- A. Name, address and phone number must be filled out on application. Proof of residency may be a driver's license or two forms of identification showing the applicant's current address if they do not have a NJ driver's license.
- B. An annual fee of \$10.00 per person. is charged if you are a non-Boro resident.
- C. Exceptions:
 - a. Students and staff in any public or private K-12 schools located in Berlin Boro may receive a free library card based on proof of current enrollment or employment. Students under 18 must have their applications signed by a parent or guardian.
 - b. Library cards may be issued to a non-resident employee of Berlin Boro upon proof of current employment in the Boro, including police, fire fighters and other Boro employees.
 - c. Volunteers of the library may be issued a library card as long as they continue to volunteer.

Juvenile (2–17 years old)

- A. Same requirements as adult; however, a **parent or guardian** must sign their child's application. The driver's license number of the parent or guardian must be written on the back of the application.

If a library card is lost a \$2.00 replacement fee will be charged.

BORROWING POLICY

BOOKS:

- A. There is no limit to the number of books that can be borrowed; however, we do reserve the right to limit the number of books borrowed on the same subject or summer reading titles.
- B. Books may be borrowed for 21 days and may be renewed unless the book is on hold for another patron.

DVD'S:

- A. Adult patrons are allowed to borrow **four (4)** DVD's and juvenile patrons may borrow **two (2)** DVDs.
- B. Movie DVD's may be borrowed for 7 days and may be renewed unless the DVD is on hold for another patron.
- C. TV Series DVD's may be borrowed for 21 days and may be renewed unless the DVD is on hold for another patron.

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MAGAZINES

- A. **Six** magazines may be borrowed at a time.
- B. Magazines may be borrowed for 21 days and renewed unless the magazine is reserved for another person.

MUSEUM PASSES

Patrons may check out one museum pass at a time. A pass may be reserved by phone to be picked up the same day, before library closing time. Passes can be checked out for 4 days. **Passes must be returned to the Circulation Desk not put in the Book Drop.** Museum passes may only be checked out on an adult card.

RESERVING MATERIALS

- A. Patrons may reserve items that are currently checked out or on order. Reserves may be placed at the Circulation Desk or through the online catalog. Reserves are placed on a first come, first serve basis.
- B. When a reserved item becomes available, the patron is notified and has 3 days to pick up the item. If the patron does not pick up the item within 3 days, the item becomes available to the next patron or is returned to the shelf.

FINES

- Museum Passes - \$10 per day. After 6 days the patron will be charged the full replacement cost of the pass
- Inter-Library Loan - \$.25 per day.

LOST MATERIALS

An item is declared lost if the item is reported lost by the patron who borrowed the item or the item has been overdue for more than 90 days. After 90 days the patron will be responsible for list price or replacement of the item. If a patron has an item on their record that has been declared lost, the item must be resolved before additional items can be borrowed.

REFUNDS

If a patron returns a lost or unreturned item in usable condition within 60 days after the payment, the library will refund the amount paid.

REPLACEMENTS

Once a patron provides the library with a replacement copy for a lost item in lieu of payment, the replacement copy is the property of the library and is not returned to the patron in the event the lost item is found.

LIBRARY SERVICES

COPYING SERVICES

Photocopying services are provided to the public. Operation of the copy machine is limited to library staff. \$.10 per page black and white and \$.50 for color.

COMPUTER PRINTING

Computer printing services are provided to the public. Black and White \$.10 per page and \$.50 per page for color.

FAX SERVICES

Fax services are provided to the public. Operation of the fax machine is limited to library staff.

- A. A fax transmission cover sheet is available if requested.
- B. Fax transmission fees are \$1.00 per page.
- C. Fax transmissions may also be received. The price for receiving faxes is \$.50 per page.
- D. Transmission errors are common and print quality is variable and not controlled by the Library. The Library is NOT responsible for successful transmission of outgoing or incoming faxes, nor is it responsible for any damage or loss of data or consequential damage arising out of the use of this service.