Nutley Free Public Library
Membership, Borrowing, Fines and Fees Policy

Library Membership

A valid library card from Nutley or another BCCLS library is required to borrow materials. Borrowers should have their own library account. Accounts are not transferable between patrons, unless otherwise noted in this policy.

All Nutley residents are eligible for a free library membership. Library memberships are valid for three (3) years. Upon expiration, patrons must visit the Library and present proof of continued Nutley residency in order to renew their membership. Types of membership at Nutley Public Library are as follows:

1. **Adult Residents:** Individuals over the age of eighteen (18) residing in Nutley are eligible for an Adult Card Account. To open an account, adults may visit the Library with a valid form of identification (ID) bearing their Nutley address. Acceptable forms of ID include a current driver's license or other government-issued ID, lease agreement, bank statement, tax, water or utility bill. Adult residents may begin the application process online at bccls.org but must visit the Library in person with a valid ID to receive membership.

2. **Juvenile and Young Adult Residents:** Parents/guardians of minors who reside in Nutley may open an account for their children, ages birth to seventeen (17) years old, provided the parent/guardian can document their own residency in the Township as if applying for an Adult Resident Card Account. If there is more than one parent or guardian in the household, both are financially responsible for the materials borrowed and fines incurred by their children. Children who reside in two different households in Nutley or in another BCCLS town are eligible for an account associated with the parent/guardian who is the head of each of these households. In this case, each parent has separate financial responsibility for the account opened on behalf of the child.

3. **Non-Residents:**
    a. **Courtesy Card Accounts:** Non-Resident adult property owners, those employed in Nutley, and those attending school in Nutley may apply for a Courtesy Card Account. Courtesy Cards are issued to qualifying individuals and not to a business entity, corporation, partnership, LLC, or other organization or entity. The Courtesy Card is renewable annually with proof of property ownership, employment, or school attendance in Nutley. There is no fee for a Courtesy Card. A Courtesy Card entitles the holder to services at the Nutley Public Library subject to availability with priority given to Nutley residents and BCCLS members. Courtesy Card patrons are restricted to on-site use at the issuing library. Access is limited to Nutley Free Public Library collections. Excluded from access are, including but not limited to, digital, streaming, and database content, hotspots, museum passes, record players, and other materials or services designated by the Library.

    b. **Pay Card Accounts:** A Pay Card Account may be purchased at the Nutley Free Public Library for an annual fee of $150.00. If the individual who purchases a Pay Card so desires, this card may be used by members of his/her immediate family. The individual who is registered on the Paid Card Account is responsible for all materials borrowed when using the card. Separate cards will not be issued to family members. Pay Cards are issued to qualifying individuals and not to a business entity, corporation, partnership, LLC, or other organization or entity. A Pay Card entitles the holder to the same services, with the same limitations, as a Courtesy Card Account holder.

BCCLS Member Libraries

Memberships for Nutley residents include borrowing privileges at all BCCLS member libraries. Borrowing of certain materials is subject to the circulation policies and lending restrictions of the library that owns the materials.

Fees - Adult and Juvenile

A fine of $.10 per day per item is imposed on all overdue materials, except Blu-Rays, DVDs, hotspots, museum passes, record players and video games. The per day fee for each DVD, Blu-Ray and video game is $1.00, and hotspots, museum passes and record players are $5.00 per day. The maximum fee imposed on overdue materials is $20.00 per item.

Lost Materials - Adult and Juvenile

The BCCLS scale price, or list of prices if it exceeds the BCCLS scale price, is charged for lost library materials. The replacement price for each hotspot is $250, and museum pass is $100.

Damaged Materials - Adult and Juvenile

All or part of the BCCLS scale price or the list price if it exceeds the BCCLS scale price is charged for damaged library materials, depending on the extent of the damage, which is determined by the library.

Past Due Bills

Overdue notices are sent to patrons when materials are fourteen (14) days overdue, twenty-eight (28) days overdue and sixty (60) days overdue. A final letter is mailed after the material is sixty (60) days overdue. Bills not paid after one year may be referred to Nutley municipal court to collect the overdue amount plus fees and penalties in accordance with ordinance No. 3060 (amending chapter 145 of the code of the Township of Nutley).

Suspension of Library Borrowing Privilege/Automatic Blockage of Account

In registering for a Nutley Public Library membership, patrons agree that they are responsible for all items checked out to their account and/or those of their children. All items borrowed must be returned in good and complete condition. Items not returned or returned damaged will be charged to the borrower's account. A delinquent status will automatically occur and continued borrowing prohibited when:

- $10.00 in fines and fees has accrued.
- Unreturned items are forty-five (45) days overdue.
- Ten (10) or more items are overdue.
- A patron has outstanding charges for lost or damaged materials.

Borrowing privileges will be restored when outstanding charges (damages, lost materials, fees) have been paid in full and overdue items not exceeding sixty (60) days are returned.

Lost Card

Replacement for a lost card is available for $5.00 and may be obtained by visiting the Library with valid identification.

Copies and Computer Printouts

Copies and computer printouts are $.10 per one-sided sheet of paper copied or printed in black and white. Color copies and computer printouts are $.50 per one-sided sheet of paper.

Friends Sale

The Friends of the Nutley Public Library periodically offers books, magazines, media items and merchandise for sale. Item prices are listed at the point of sale.

This policy becomes effective on January 2, 1997, and will be reviewed periodically.
Adopted by the Board of Trustees at their regular meeting on October 28, 1997.

Adopted as amended by the Board of Trustees, Nutley Public Library: March 19, 1998; January 22, 2002; May 25, 2004; May 23, 2006; March 18, 2008; September 28, 2010; September 22, 2026.