

## 1. APPLYING FOR A LIBRARY CARD

**Resident Cards:** Anyone age 18 or over who lives or owns property within the boundaries of East Windsor, Ewing, Hightstown, Hopewell Township, Lawrence, Robbinsville, or West Windsor townships may obtain a free library card. Resident students age 14-17 may obtain a card upon presentation of a valid, current student ID, without a parent or guardian signature. Children under the age of 14 may obtain a card with a parent or guardian signature. (Verification of court appointed legal guardianship will be required when issuing a minor resident card.) It is required that the parent or guardian who is accepting responsibility for a minor's library card be in good standing with the library themselves. Patrons who are barred or who have library accounts that are suspended may not sign for a minor-card until their own library account is resolved. Please see Section 2 for specific requirements.

**Non-Resident Cards:** Any non-resident (defined as a person who does not live, own property, work or attend school within the boundaries of East Windsor, Ewing, Hightstown, Hopewell Township, Lawrence, Robbinsville or West Windsor townships) may purchase a library card for \$75 per year. Senior citizens, 62 years or older, who live in Mercer County, but not in a participating municipality, may purchase a library card for \$10 per year.

**Business Cards:** Business cards are available to individuals who work or own a business in one of the member municipalities of the Mercer County Library System, listed in Section 2. Use of a business library card is limited specifically to the individual cardholder. Cards cannot be issued to a business entity for use by officers or employees of the business. Business cards are issued for a term of one year. The process for applying for, and renewing, a business card is discussed in Section 2.

**Students:** Students who do not reside in a member municipality, but attend public or private schools in a member municipality, or who temporarily reside in a member municipality in order to attend school may be issued a card, free of charge. Student cards are issued for a period of one school year and are renewable after August 15 of each year. The process for applying for a student card is discussed in Section 2.

**Internet-Only Cards:** Individuals who are not eligible for a free library card and do not wish to purchase a non-resident card, may purchase an internet-only card with the presentation of a valid photographic identification, including address, and payment of a fee of \$2.00. These cards will only allow the patron to use the internet stations and not to check out library materials.

**Guest Internet Passes:** Individuals who are visiting the library to use our PC or internet stations for a one-time visit may obtain a guest internet pass. Registration will require some form of photographic identification, such as a driver's license or school identification card.

**Temporary Cards:** Temporary cards may be issued to a person who has no permanent address but does have a temporary address in a member municipality. Persons who have identifying letters from social service agencies in participating municipalities may also be issued temporary cards. Temporary cards must be re-verified after three months. Temporary

cardholders may not place holds on more than two items or check out more than two items at one time.

## **2. HOW TO OBTAIN A LIBRARY CARD**

A resident of a member municipality is issued a free library card upon completion of an application, to include a social security number or active driver's license number, presentation of photographic identification, and proof of residency.

The following will be accepted as proof of residency:

- Valid New Jersey Driver's License
- Valid New Jersey Motor Vehicle registration
- A current bank statement that verifies the name and address
- Current rental lease, receipt or deed
- A current utility bill addressed to the individual
- Current High School identification card and/or a current tuition bill\*
- Dated letter from a social services agency

The following will not be accepted as proof of residency:

- Post Office Box
- General Delivery addresses
- Business calling card

A **non-resident** card or an **internet-only** card is issued upon completion of an application, presentation of current, valid photographic identification, proof of address and payment of the processing fee/or annual fee.

A **business library card account** is issued upon completion of an application, presentation of current, valid proof of employment, such as a recent pay stub, dated work identification or letter of eligibility from an employer, and a valid photographic identification that includes an address.\* A printed business "calling" card may not be accepted to either initially activate a business card library account or to renew a business card library account. Business library card accounts are renewable annually at no cost, providing the patron can verify their current eligibility by providing the information specified in this paragraph.

A **student card** will be issued upon completion of an application, and presentation of a current, valid student photographic identification, along with a current school year class schedule or current school year tuition bill.\* These cards are renewable annually upon presentation of appropriate verification as specified in this paragraph.

\*Photographic proof of identity (i.e. driver's license) will only be accepted in paper, not electronic format. Proof of employment, proof of student status or use of a bill (i.e. tuition, school schedule, utility) will be accepted if presented in electronic form, as long as the proof is properly dated (i.e. a school schedule must indicate the current school year.)

### **3. MAINTAINING A LIBRARY CARD**

Resident library cards are issued for a term of three years. At the conclusion of each term resident card holders will be asked to verify their current address as indicated in Section 2, above. Non-resident library cards are issued for a term of one year. Non-resident cards may be renewed upon verification of address and either payment of the appropriate annual fee or presentation of proof of eligibility for an exemption of the annual fee.

All patrons must notify the library immediately upon loss or theft of a library card. The patron is liable for all materials checked out to his / her card prior to the date of notification. The charge for replacing lost or damaged cards is \$2.00.

### **4. RECIPROCAL BORROWING PRIVILEGE WITH PLAINSBORO PUBLIC LIBRARY**

Borrowing privileges are extended to Plainsboro Public Library cardholders according to the reciprocal borrowing agreement of 1993 (amended 1994), between Mercer County Library and Plainsboro Public Library. An MCLS library card is issued to Plainsboro Public Library cardholders upon completion of an application, presentation of a valid Plainsboro Public Library card, and current photographic identification to include an address.

### **5. RECIPROCAL BORROWING WITH MERCER COUNTY COMMUNITY COLLEGE**

The Mercer County Library System has a reciprocal borrowing agreement with the Mercer County Community College Library (MCCC). Most circulating materials owned by the MCCC library may be placed on hold by Mercer County Library System cardholders for pick-up at any Mercer County Library System branch. The procedure for placing materials owned by MCCC on hold is the same as if the Mercer County Library System owned the item. The MCLS loan period, fees, and extended use fee schedule applies to all college materials borrowed through MCLS. College materials checked out at an MCLS branch must be returned to a Mercer County Library System branch; MCLS will record the item as being returned and forward the item to the community college library.

### **6. LITERACY VOLUNTEERS OF AMERICA COURTESY CARDS**

The Mercer County Library System is part of the Literacy Volunteers of America, Mercer County Chapter, which is coordinated by LVA. Tutors and students who live outside of our borrowing area may apply for a complimentary library card because of their participation in the Mercer County LVA Program. Staff will issue an LVA card, which is renewable annually. The student or tutor must verify their current participation in the Mercer County LVA Program. If staff suspects abuse of the privilege or there are significant fines or fees associated with the borrowing of materials, the library will seek resolution with the Mercer County LVA Coordinator and may suspend library privileges to particular individuals. LVA tutors working with students may use a library copier free of charge exclusively to reproduce

study materials. This privilege is not extended to any other persons, groups, or organizations using the library, regardless of whether they are involved in tutoring or other educational services. Tutors must contact the Branch Manager or their designee to reserve the community room for tutoring sessions. Tutors and students are responsible for contacting each other directly regarding cancellation of a session.