



Borrowing Policies

*Adopted by the Library Board of Trustees
November 29, 2007*

South Brunswick Public Library

Library Cards

All South Brunswick residents are eligible for a free library card. Resident library cards are valid for a period of three years. They may be renewed and updated in person after address, phone and/or email have been verified.

Adults 18 and over must show identification and proof of residency. As proof of residency, the library will accept a valid driver's license, deed, lease, utility bill, or other official document. A post office is not a valid proof of residency.

Juveniles 17 and younger must have permission of a parent or legal guardian. A juvenile card allows children to check out all material from the library's collection. Parents or guardians are encouraged to supervise their children's reading and borrowing. A parent or guardian must be present at time of registration and have proof of residency in order to obtain a card for his/her child. Parents or legal guardians are responsible for all items checked out on a minor's card.

Temporary South Brunswick residents may receive a library card if he/she can provide a letter from the property owner where he/she is residing or the manager of the hotel/residence inn indicating the length of stay. The library card's expiration date will reflect the duration of the stay.

South Brunswick Library cards can be used at any reciprocal library in New Jersey, however, lending library's rules apply to borrowing. Likewise, cardholders from participating libraries may borrow most items from the South Brunswick Library providing they are in possession of their library card and in good standing.

Individuals who work in South Brunswick but reside in a town that does not have a reciprocal agreement with the South Brunswick Library may also receive a free library card valid only at the South Brunswick Library. This card is valid for one year and individuals must present proof of employment, i.e. paycheck stub.

Non-residents may purchase a non-resident card for a fee of \$75/year. This card allows access to all borrowing privileges at the South Brunswick Library and access to all programming.

To borrow material, a valid South Brunswick library card must be presented at the time of check-out. Fines must be kept below \$10.00 and there cannot be any lost items on the account.

Library cards are issued at no charge. However, the library does charge a \$3 replacement fee for any lost card. Lost cards should be reported to the Library immediately. Cardholders are responsible for all borrowing on an active account.

Confidentiality of Library Records

Library staff is not permitted to give information about an account to anyone but the cardholder. The New Jersey Confidentiality of Library Records Law provides that:

“Library records which contain the names or other personally identifying details regarding the users are confidential and shall not be disclosed except in the following circumstances:

1. The records are necessary for the proper operation of the library.
2. Disclosure is requested by the user, or
3. Disclosure is required pursuant to a subpoena issued by a court or court order

N.J.S.A. 18A:73-43.1

Based on legal opinion and guidance of the New Jersey Library Association, the South Brunswick Library will release records of minor children elementary school age and younger to parental units in deference to the Parental Access to Unemancipated Child’s Records Act. The library card or other proof of family relationship must be presented.

Loan Periods

Loan periods vary according to the material. See below for information

DVDS 1 week
Magazines 1 week
New Books 2 or 3 weeks
Summer Reading Books 2 weeks
All other books 3 weeks
Music CDs 3 weeks
Playaway Launchpad Devices 1 week

Fees

Most materials in the library can be checked out free with the following exceptions:

DVDs \$1 for feature film and television series DVDS (nonfiction and some children’s DVDs are free).

Video Games \$3 for a one week rental

Item Hold \$.25 to borrow an item through a system hold

Interlibrary loan request \$.25

Overdue Fines

Fines vary by item type. See below.

Audiobooks \$.25 per day, maximum fine of \$5.00 for books valued over \$8.00, \$1.00 maximum fine for books valued at \$8.00 or less.

Magazines \$.25 per day, maximum fine of \$1.00

DVDs \$1.00 per day, maximum fine of \$10.00 for items valued over \$10.00. \$5.00 maximum fine for items valued at \$10 or less.

Music CDs \$.50/day. Maximum fine of \$10.00

Playaway Launchpad Devices \$1/day. Maximum fine of \$10.00

Interlibrary loans \$.50/day with no maximum

Damaged/Lost Items:

Patrons who lose or damage an item must pay for the replacement cost of the item plus a \$5 processing fee. The replacement cost is that listed in the catalog. If the cost is not listed or the item is no longer in print, the patron must pay the default price listed on the schedule of default prices. An additional processing fee is not charged to those patrons paying the default price.

Patrons may not supply replacement items or donated items in place of payment except on a case by case basis with the pre-approval of the Supervisor of Borrower Services or Administration.

A person who fails to pay for a lost item will have his/her borrowing privileges suspended. Patron accounts with lost items totaling \$75 or more may be sent to collections. Patrons will receive two overdue notifications, a lost item notification, and a letter from the collection agency before being officially sent to collection. Patrons are responsible for paying the cost the library incurs for collection services.

Limit of Items Charged Out

There is no limit to the number of items a person may check out with the following exceptions:

Only three magazines of the same title

Only three nonfiction titles with the exact same call number

Renewals

Most items can be renewed two times as long as there is not a hold placed on the item. Renewals may be done in person, over the phone, or online via our webpage. When renewing online or over the phone you must have your user id available. After two renewals the item must remain in the library for 24 hours before the same person may borrow it again.

DVDs and video games are not renewable. They can be returned and checked out immediately for an additional fee if no one has placed a hold on the items.

South Brunswick cardholders are given priority for holds and renewals of South Brunswick items over cardholders from other towns.

Holds

South Brunswick patrons can place holds on most items in the library as well as some material from other libraries through a system hold or traditional interlibrary loan. There is a \$.25 charge to place an item on hold payable at time of pickup. Holds can be placed over the telephone, or through the online catalog. Patrons picking up holds must be in possession of the card used to place the hold.

For the shipping of an interlibrary loan from out of state, a \$3 charge may be billed to your account. Patrons will be contacted in advance for authorization of this \$3 fee.

The fee for reserving books is waived for patrons borrowing books for the local school's assigned reading lists or the South Brunswick Library book clubs.

Playaway tablets can only be reserved by South Brunswick card holders.

List of Default Prices

\$35.00 for each adult hardcover book
\$20.00 for each juvenile hardcover book
\$8.99 for each paperback book
\$10 for each CD from an audiobook
\$20 per DVD
\$3.00 for damaged DVD case
\$8.00 for damaged audiobook case

Replacement fee: \$100 on average for tablet
Replacement boxes: \$8
Replacement USB cords: \$7
Replacement AC adapters (wall plugs): \$10
Replacement bumpers (outer cases): \$9

Revised and Re-adopted August 4, 2016