

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Policy for the Issuance and Use of a Library's Borrower's Card (All patron records are, by law, considered to be confidential)

The Mount Olive Public Library endeavors to provide quality materials and services. In order to assure equal access of the Library's materials and services to Mount Olive Township residents, the following policy procedures shall be in effect.

ALL APPLICATIONS MUST BE COMPLETED IN THE LIBRARY

No books or materials may be checked out without a valid Library Card or a valid Driver's License.

A Library borrower's card is non-transferable and may be used only by the person whose name appears on the card and in the computer record.

- ❖ Any current resident of Mount Olive Township who is four (4) years of age may complete an application for a Library borrower's card.
- ❖ Applications from children between the ages of four (4) years old and seventeen (17) years old must include a signature by a parent/legal guardian who resides in Mount Olive Township.
- ❖ Proof of residency must be established using one of the following:
 - Valid New Jersey driver's license with a street address listed
 - Lease
 - Property Deed
 - Utility bill or other significant mailed item delivered via United States Mail with a designated street address; P.O. Box Numbers will not be accepted unless a street address is also noted.
- ❖ This Borrower's Card for only Mount Olive Township residents will be issued for a three-year period.

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- ❖ An employee of the Township of Mount Olive or for a person who has a business located within the Mount Olive Township is eligible to apply for a Courtesy Library borrower's card. A courtesy borrower's card is only for use in the Mount Olive Public Library. The issuance of this courtesy card will be issued upon examination of a current paycheck or stub listing company name, address, and employee's name. This courtesy borrower's card will only be issued for one year, but is renewable upon verification.
- ❖ Borrower's Cards that have been lost or damaged will be replaced for a fee of \$3.00 (three dollars).
- ❖ **PAY CARDS**: – SEE POLICY AND M.A.I.N. AGREEMENT along with Mount Olive Public Library's addendum for fines.
- ❖ **FINE LIST:**

Family Fines:

If card members with the same household address have cumulative Library fines that equal or exceed the amount of twenty dollars (\$20.00), no one else with this household address can effectively use his/her card until fines that have been totally paid.