Circulation Policy

The Livingston Public Library, the place where reading, learning, and ideas converge to transform lives.

In keeping with this mission statement, Livingston Public Library strives to meet the needs of its members in all aspects of library services.

As a center of education, information, recreation and culture, the Library shall serve a diverse and changing community with a welcoming atmosphere, a qualified staff, and a wide variety of materials, programs and current technology.

Library Membership:
The Livingston Public Library requires that all members have a valid library card in order to borrow materials. The Library is part of the Bergen County Cooperative Library System (BCCLS) and Reciprocal Borrowing and Lending (ReBL). The Library follows the reciprocal borrowing policies set by the cooperative and the ReBL membership guidelines. All patrons may have only one valid card in the system.

Patrons must present a valid Library Card in order to check out materials from the Library. The Library will also accept cards presented via a Smartphone app or photograph taken with a personal phone.

The Livingston Public Library offers a variety of memberships. Valid ID and proof of residency is required for all cards.

Acceptable forms of Identification:
In order to obtain a Library card, ID must be valid and must include the individual’s current street address. P.O. boxes or commercial box numbers
can be used for mailings only, but are not acceptable as proof of residency. Acceptable forms of ID include:

- Current Driver's License (if it does not have a current street address, an additional form of ID from the list below will be necessary)
- Voter Registration Card
- Military or other Government ID
- Student or Job ID
- Store Membership Card with photo (if it does not have a current street address, an additional form of ID from this list will be necessary)
- United States Passport
- Mortgage or Lease Statement (dated within the past 30 days)
- Utility Bill (dated within the past 30 days)
- Tax Records (current year)
- Bank Statement (dated within the past 30 days)
- Report card--Students (current or immediate past school year)

Memberships:

- Free Resident Cards
  All residents and property owners of Livingston are entitled to a free library card. Proof of residency is required. ID must be current and valid.

- Courtesy Cards
  Patrons who work or attend school in Livingston may qualify for a Livingston Library Courtesy card. Proof of Livingston employment or school is required.

Acceptable forms of identification include:

- Photo ID and one of the following:
  - Current pay stub (dated within the past 30 days)
  - Letter from employer (dated within the past 30 days)
  - School report card (current school year)
  - School ID with current year (may also serve as photo ID)
Courtesy cards are valid for one (1) calendar year and are accepted only at the Livingston Public Library.

Please note, Courtesy card members may not reserve/place holds or renew items in the Public Access Catalogue (PAC) at this time, and must call the Library at (973)992-4600 for these services.

- ReBL cards
ReBL (Reciprocal Borrowing) cards are available from many libraries in Essex County and are valid with the Livingston Public Library. The following are participating ReBL libraries:

Belleville Public Library, Caldwell Public Library, Caldwell University Library, Cedar Grove Public Library, East Orange Public Library, Essex County College Library, Fairfield Public Library, Irvington Public Library, Millburn Public Library, Newark Public Library, Orange Public Library, Rutgers-Newark/Dana Library, Seton Hall/Walsh Library, South Orange Public Library, Verona Public Library. (Updated 2019)

ReBL cards expire at the end of the calendar year and must have a current sticker. ReBL card members have limited borrowing privileges with the Livingston Public Library. Please call (973) 992-4600 for more information.

Please note, ReBL card members may not reserve/place holds or renew items in the Public Access Catalogue (PAC) at this time, and must call the Library at (973)992-4600 for these services.

- Institutional Cards.
This card type is used for local institutions (e.g. schools, senior centers, non-profits, etc.) and libraries outside of BCCLS (ex.-Princeton Public Library) for Inter-Library Loan (ILL) checkouts. Institutional Cards are restricted to on-site use at the Livingston Public Library. Institutional Cards are not permitted access to eBCCLS content. Eligible institutions will be asked to sign a user agreement before a card is issued. Please call (973) 992-4600 for more information.
Courtesy, ReBL, and Institutional Cards have limited borrowing capabilities and may not borrow Library of Things materials; museum passes; special collections; video games; Ready, Set, Create items; or access eContent. Cards do not grant borrowing privileges at other BCCLS libraries, with the exception of ReBL cardholders who have borrowing privileges only at other ReBL libraries within BCCLS. Courtesy, ReBL, and Institutional Cardholders may not reserve/place holds or renew items in the Public Access Catalogue (PAC) at this time, and must call the Library at (973)992-4600 for these services.

Pay Cards
- Purchased cards
Library cards are available for purchase to non-residents for $150 annually per person and $300 annually per family. Paid memberships are only valid at the Livingston Public Library. Please note, Paid card members may not place holds in the PAC or via the website. Please call the Library for assistance.

Cardholder User Agreement:
In registering for a Livingston library card, members are agreeing that they are responsible for all materials checked out to their Library account. Parents or guardians are financially responsible for all materials checked out by their minor children. Materials checked out must be returned in good and complete condition. Any material lost or damaged will be charged to the library card. (See Loan Periods and fees section below.)

Blocked cards are prohibited from checking out material until the account is returned to good standing. A card will be considered blocked when:
- fees total $10.00 or more
- an account has more than ten (10) items overdue,
- an item checked out to an account is more than sixty (60) days overdue.
All members can access their library account online 24/7, where they can view and manage the following: items currently checked out, outstanding fees, requests*, notification settings, as well as the ability to renew* items before they become overdue. A valid library card number and PIN, will be needed to login. Members can click on Your Account at livingstonlibrary.org on our webpage or visit catalog.bccls.org/polaris/logon.aspx.

*Courtesy card members, Institutional card members, ReBL, and Pay card members must contact the Livingston Public Library to reserve/place holds and renew items.

**Renewing library cards:**
Livingston Public Library cards expire every three (3) years. Institutional,Courtesy, ReBL, and Pay card memberships expire after one (1) year. ReBL cards expire at the end of each calendar year. Members will need to visit the Library to renew their card and must present an acceptable form of ID. The Library will not renew cards via the phone, email or regular mail.

**Lost or stolen cards:**
If a Library card is lost or stolen, the member must contact the Library’s Patron Services department, (973) 992-4600, as soon as possible in order to prevent unauthorized use of the card. Replacement cards are available for $1.00. Members will need to visit the Library to replace their card and must present an acceptable form of ID. The Library will not replace cards via the phone, email or regular mail.

**Holds:**
Members may request that the Library reserve/put on hold items that are currently checked out or available at another BCCLS library. Items in the Library’s collection may be reserved at the Adult Services Desk, Patron Services Desk, PACs or by phone. Livingston residents can visit the library’s website to place a reserve.

There is no charge to reserve a book. If an item is not included in the Livingston or BCCLS collections, the Library may try to locate it by placing an
inter-library loan (ILL) request for the item (see below). The Library card on
which the item(s) have been reserved, must be presented in order to pick up
any “HOLD” items. Reserved items on the HOLDS shelf must be checked out
on the Library card before the item(s) may leave the Library. Cardholder
borrowing limitations may affect holds privileges.

**Inter-Library Loan (ILL):**
Inter-library Loan (ILL) is a request option for members in good standing on
items that are not owned by the Livingston Library or BCCLS. An ILL request
can take 2-3 weeks until the item is available for pickup. Loan periods of ILL
requests are typically 2 weeks (14 days) for media and 4 weeks (28 days) for
print materials; however, loan periods are subject to the loaning libraries'
discretion. All renewal requests must go through the Library's ILL Specialist.

**Auto-Renewals:**
As of February 14, 2020, items that are eligible for renewal will be
automatically renewed three (3) days before the item's due date for the loan
period plus three days. Items that are not eligible for renewals will not be
renewed. These include items that are on hold for another patron, items that
are out of renewals, and items that cannot be renewed. Patrons who have
requested email and text notifications will be notified when items have been
renewed. It is the patron's responsibility to be aware of items that have not
been renewed and return them to the library on or before their due-date.

The Inter-Library Loan (ILL) Specialist will review all requests to renew ILL on
case-by-case basis.

**Loan periods and Replacement schedule:**
A public library exists to serve the community and is based on the concept of
sharing resources. When one person violates that principle by retaining
materials beyond the established limits, that person takes unfair advantage
of the community as a whole. Customers are encouraged to follow lending
loan periods and return materials on time. LPL agrees with the American
Library Association policy statement that the “imposition of monetary library
fines creates a barrier to the provision of library and information services.”
Due to the limited supply of some library materials, daily overdue fines are accessed on some items as prescribed in the chart below.

Livingston/BCCLS members can check out up to a maximum TOTAL of 50 items per library card at any one time. Members must present Library cards at the time of checkout.

All information listed in the following chart is subject to change at any time by the Library, at its sole discretion. Issuance of an updated chart or notice, will be posted in the Library and on the Library’s website.

<table>
<thead>
<tr>
<th>Material</th>
<th>Loan Period</th>
<th>Renewals*</th>
<th>Limit per Card**</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction/Nonfiction</td>
<td>28 days</td>
<td>2</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>New Fiction*/Nonfiction</td>
<td>14 days</td>
<td>1</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>New audiobook</td>
<td>14 days</td>
<td>1</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Audiobook</td>
<td>28 days</td>
<td>2</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Music CD</td>
<td>14 days</td>
<td>2</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Magazine</td>
<td>14 days</td>
<td>2</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Reference (Adult)</td>
<td>Items can circulate only with Ref. staff approval</td>
<td>Reference must approve all renewals</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>7 days</td>
<td>No renewal</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Item Type</td>
<td>Duration</td>
<td>Allowed Entries</td>
<td>Fine</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------</td>
<td>----------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Inter-library Loan (ILL)</td>
<td>14 or 28 days</td>
<td>Only by ILL Specialist approval</td>
<td>$0.25/day</td>
<td></td>
</tr>
<tr>
<td>New DVD</td>
<td>7 days</td>
<td>1</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>DVD</td>
<td>14 days</td>
<td>2</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Museum Pass</td>
<td>3 days</td>
<td>No renewal</td>
<td>2</td>
<td>$5.00/day fine</td>
</tr>
<tr>
<td>Library of Things</td>
<td>14 days</td>
<td>No renewal</td>
<td>2</td>
<td>$5.00/day fine</td>
</tr>
<tr>
<td>Ready, Set, Create! kits</td>
<td>14 days</td>
<td>1</td>
<td>$0.25/day fine</td>
<td></td>
</tr>
<tr>
<td>Library Tote Bag</td>
<td>28 days</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Library Umbrella</td>
<td>28 days</td>
<td>No renewal</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Video Games</td>
<td>14 days</td>
<td>2</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total Item Limit per card</strong></td>
<td></td>
<td></td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

*Materials cannot be renewed if there is a hold on them for another member.

**All cards have a limit of 50 items at any time.

### Damaged/Lost Item Fees

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items considered too damaged to circulate or lost</td>
<td>Determined by the price listed in the library database or, if the price is not listed in the database, by</td>
</tr>
<tr>
<td>Item</td>
<td>Fee/Processing Fee</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Lost museum pass</td>
<td>Fee the museum charges to replace the Library's membership, plus a $25 processing fee.</td>
</tr>
<tr>
<td>Lost/Damaged museum pass case</td>
<td>$25.00</td>
</tr>
<tr>
<td>Lost/Damaged Library of Things/Ready, Set, Create! Kits</td>
<td>Cost of replacement item to be determined by the library on a case by case basis.</td>
</tr>
<tr>
<td>Damaged/Lost Nook</td>
<td>$50.00</td>
</tr>
<tr>
<td>Damaged/ Lost Video Games</td>
<td>$50.00</td>
</tr>
<tr>
<td>Laptop</td>
<td>$300.00</td>
</tr>
<tr>
<td>Laptop charging cable</td>
<td>$30.00</td>
</tr>
<tr>
<td>Laptop sleeve</td>
<td>$30.00</td>
</tr>
<tr>
<td>Damaged/Lost tote bag</td>
<td>$10.00</td>
</tr>
<tr>
<td>Item</td>
<td>Replacement Cost</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Damaged/Lost umbrella</td>
<td>$20.00</td>
</tr>
<tr>
<td>Missing barcode</td>
<td>$1.00</td>
</tr>
<tr>
<td>Missing Audiobook CD</td>
<td>$12.00/ CD if available; otherwise cost to replace entire audiobook.</td>
</tr>
<tr>
<td>Missing DVD case</td>
<td>$1.00</td>
</tr>
<tr>
<td>Missing Audiobook/DVD cover</td>
<td>$4.00</td>
</tr>
<tr>
<td>Missing CD case</td>
<td>$2.00</td>
</tr>
<tr>
<td>Missing travel map</td>
<td>$5.00</td>
</tr>
<tr>
<td>Replacement library card</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
</tr>
<tr>
<td>Headphones</td>
<td>$2.00/pair</td>
</tr>
<tr>
<td>Printing/Copier</td>
<td>$0.15/page for B&amp;W $0.25/page for Color</td>
</tr>
</tbody>
</table>

**Maximum fines:**
Fines apply to overdue items. Fees apply to lost or damaged material. Fines are capped at $20.00 per item.
Any customer with an account balance of ten dollars ($10) or more or an unpaid lost item replacement fee shall forfeit borrowing and renewing privileges until the lost item replacement fee is paid in full or the fine balance is brought below ten dollars ($10).

**Notifications:**
The Library offers courtesy renewal, reserve, overdue, and lost item notifications via email, text, mail and/or phone. It is the member's full responsibility to keep track of when items are due to be returned to the Library. Due dates can be checked online at anytime. During library hours, members may call the Library to inquire about due dates. Members opting for email or text notifications will also receive an additional courtesy notification, sent 3 days prior to the date borrowed materials are due, informing them if the item has been auto-renewed or if it must be returned.

The Library will notify a customer thirty (30), sixty (60), and ninety (90) days after the items due date. If materials are kept for ninety (90) days past the due date, a lost item replacement fee will be assessed.

**Lost and damaged items:**
If an item is long overdue (90 days or more) or damaged, the Library will bill the member for the cost to replace the item. Under no circumstances will the Library accept a replacement copy. Replacements will be assessed based on the Damaged and Lost items schedule.

Customers have the option of paying fees via credit card from the integrated library system (ILS). This option includes a transaction fee assessed by BCCLS for the service. The library is unable to offer refunds on credit card transactions from the ILS. To pay with a credit card, patron’s must login to their library account. Library staff cannot take a credit card payment in person or via the phone.

Members paying for damaged materials may keep the item.
**Refunds:**
No refunds will be offered. If a lost item is found after it has been paid for, the member may keep that item.

**Museum Passes:**
The Library maintains passes for select museums, which allow the holder to visit the museum without having to pay an admission charge. Passes are available only to Livingston residents and pay card holders in good standing, 18 years and older. Passes are to be reserved at the Library’s [MuseumKey webpage](#) or by calling the main desk at (973) 992-4600 and a Livingston Library card is required. Reserve dates are for the day the pass will be picked up from the Library. The Museum Pass contract must be signed if it is the first-time borrowing a pass with the Livingston Public Library. Patrons are limited to two Library of Things items or Museum Passes at one time.

Members are reminded to bring their Livingston Library card and the Museum Pass to the museum in order to gain free admission. Passes must be returned before Library closing time on the date it is due. Passes may not be put in the book drop or they will be considered returned late and the member will be subject to fine. Please refer to the Library’s Fine Schedule to review costs for lost museum passes and or a lost museum pass cases. Borrowers of a pass are strongly encouraged to check individual museum websites to verify their hours of operation.

Please call the Library during operating hours at 973-992-4600 to cancel a reservation. Repeated failure to pick up a reserved museum pass will result in a suspension of reservation privileges for three months.

*Our borrowable museum pass program is made possible through the fundraising efforts of the Friends of the Livingston Public Library.*

**Library of Things**
The Library has a variety of circulating items in our Library of Things collection. Items include, but are not limited to, telescopes, hotspots,
pre-loaded Nooks, Rokus, laptops, travel kits, and various kits. Library of Things items are available to Livingston residents and pay card holders in good standing, 18 years and older, only. Items are to be reserved at the Library’s LendingKey page or by calling the main desk at (973) 992-4600 and a Livingston Library card is required. Reserve dates are for the day the item/s will be picked up from the Library. The Library of Things contract must be signed if it is the first-time borrowing a pass with the Livingston Public Library. Patrons are limited to two Library of Things items or Museum Passes at one time.

Library of Things’ items must be returned before Library closing time on the date it is due. Items may not be put in the book drop or they will be considered returned late and the member will be subject to fine. Patrons are fully responsible for the safekeeping and proper use of any Library of Things item while it is checked out to them. Lost or damaged items will be assessed a replacement fee on a case by case basis.

Please call the Library during operating hours at 973-992-4600 to cancel a reservation. Repeated failure to pick up a reserved Library of Things item will result in a suspension of reservation privileges for three months.

*Museum Pass Program, Ready, Set, Create! Kits, & B&N Nook/eReader Program is made possible through the generous support of the Friends of the Livingston Public Library.*

Revised: 10/10/17
Revised: 05/15/2019
Revised: 02/14/20