

# MILLBURN IS NOW A BCCLS LIBRARY

The Millburn Free Public Library is a member of the Bergen County Cooperative Library System (BCCLS). Millburn residents who are library patrons in good standing have access to materials from the collections of 70+ libraries in Essex, Bergen & Hudson counties. Materials from these libraries are available through loan requests (walk-in or online) or through walk-in access at any of the BCCLS libraries. Loan materials are picked up at the Millburn Public Library and may be returned there or in person at any BCCLS library. **NO BCCLS LIBRARY (INCLUDING MILLBURN) CAN CHECK OUT MATERIALS TO ANYONE WITHOUT A VALID LIBRARY CARD.** So please remember to have your card available when you are using Millburn or any other BCCLS library.

## Borrowers' Services

- . **LIBRARY CARDS**
- . **COOPERATIVE LENDING PROGRAMS**
- . **LIMITS ON MATERIALS LOANED**
- . **LOAN PERIODS, RENEWALS, FINES, OVERDUES**

## LIBRARY CARDS

### Resident Cards Issued To

- . Township residents or property owners (renewable every 3 years)
- . Children of residents (renewable every 3

years)

**Patrons in the following categories may receive courtesy cards. These cards must be renewed annually & may be used to borrow ONLY Millburn Public Library materials.**

- Individuals who work in town
- Non-resident students attending school in the Township
- Caregivers who work in town

### **Non-Resident Out of Town Cards**

- \$100 per year
- \$75 per year for ages 55 and older
- \$5.00 per year for each additional family card (family member must reside at the same address)

### **Acceptable I.D.**

- New Jersey driver's license with current address
- Utility bill imprinted with name and address
- Current rent receipt or lease agreement
- Postmarked envelope with name mailed to street address
- Letter or pay stub from Millburn/Short Hills employer verifying employment
- Current report card or tuition payment from school in Millburn/Short Hills

### **Privacy of Records (according to N.J. Statute 18A:73-43.1-3)**

- Information in patron's record available to cardholder only (this includes children's records)
- Items on hold may be picked up only with presentation of the card of the patron for whom the item is on hold.
- The privacy of Millburn patron's records may be overridden only by legitimate Federal agents invoking the Patriot Act.

All registered cardholders **MUST** present their cards when checking out materials from the library. This policy is a safeguard against fraud and is for your protection. The fee for replacing lost cards is \$5.00.

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## COOPERATIVE LENDING PROGRAMS

### Millburn/Summit Reciprocal Borrowing

- Available to registered resident patrons in good standing
- Registration renewed annually
- Most items available for loan
- Reserves may be placed on items
- Items borrowed from Summit Public Library must be returned there by patron
- Policies of loaning library regarding overdues, renewals, etc., will apply
- Services such as inter-library loan, story time registration etc. are not included

### Open Borrowing

- Available to registered resident patrons in good standing
- "Walk-in" access to collections of participating libraries
- Lending policies vary with each library
- Visit [www.bccl.org/OpenBorrowing](http://www.bccl.org/OpenBorrowing) for more information

### ReBL (Essex County Libraries)

- As of January 1, 2007, the Millburn Free Public Library is no longer a participant in ReBL.

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## LIMITS ON MATERIALS LOANED

- **3 item limit**

non-fiction (per subject); book/tape kits;  
children's and adult dvds

- **5 item limit**

books on tape; books on cd; audio cds;  
language cassettes; magazines

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## LOAN PERIODS, RENEWALS, FINES, OVERDUES

### Loan Periods

- **2 weeks**

New adult books  
Holiday books  
Encyclopedias  
Back issue magazines  
All non-print media (cds, dvds, videos, etc)

- **4 weeks**

Children's books  
All other adult books

**\*\*\*All materials returned after 7pm Monday thru Thursday and after 2pm Friday thru Sunday are checked in the next day\*\*\***

### Renewal of Millburn items

- The renewal period is the same as the original loan period
- Items may be renewed once (unless the item is on hold for another patron.)

### Fines

ITEM TYPE	DAILY FINES	MAXIMUM FINES
Videos & DVDs	\$1.00 per day	\$10.00
Magazines	\$ .25 per day	\$ 5.00

All other materials      \$ .25 per day      \$10.00

## Overdue Notices and Replacement Notices

- First overdue notice mailed 14 days past due date
- Second overdue notice mailed 28 days past due date
- Third notice (replacement bill) mailed 60 days past due date

**\*\*Your account will be automatically blocked when:**

- \$10.00 or more in fines has accrued
- 10 or more items are overdue
- Unreturned item is 60 days or more overdue
- **\*\*\*YOUR ACCOUNT MUST BE PAID IN FULL BEFORE THE BLOCK IS REMOVED.**  
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