

Membership

Clark Residents

Any resident of Clark over the age of three may register for a library card. There is no charge for Clark residents for membership in the library.

Proof of residency in Clark is required at the time of registration. Any of the following documents will be accepted as proof of residence: valid New Jersey Driver's license, Township of Clark property tax bill or current apartment rental agreement. Any other form of identification proving residency will be accepted only at the discretion of the Library Director. For children registering for a card, the parent or guardian will require proof of residency at the time of registration.

Library registration for anyone seventeen and under will not be valid without the co-signature of the child's parent or guardian. The person whose signature appears on the card will be held responsible for all fines and charges incurred by the child.

Clark Property Owners

Adult property owners in Clark, who are not residents of Clark, are also eligible for library registration with full borrowing privileges, upon presentation of valid proof of property ownership. There is no charge for Clark property owners for membership in the library.

Employees of a Clark Business

Any person aged 18 or older who is permanently employed in Clark, but who does not reside in Clark, may apply for a non-resident library card. The following items may be accepted as proof of employment: employee ID card, paycheck stub, or a letter on company letterhead from the employer. Holders of non-resident cards may circulate any library materials. There is no charge for employees of a Clark business for membership in the library.

M.U.R.A.L.

Anyone who is a resident of a community in which the public library is a participant in M.U.R.A.L., and who is a cardholder in good standing at that library, is entitled to borrowing privileges at the Clark Library. A valid library card and proof of residence must be presented at the time of application. It is the Clark Public Library's policy to confirm that all MURAL cardholders are in good standing with their home library at the time of initial registration and renewal of Clark membership. Borrowers through MURAL may circulate any library materials, and there is no charge for membership. The Clark Public Library will charge the home M.U.R.A.L. library for costs of library material lost by M.U.R.A.L. library users.

Non-Resident Card

Any person age 18 or older who does not reside in Clark is eligible to purchase a Clark Library card that will entitle him or her to full borrowing privileges of all circulating materials and to all other library services including interlibrary loan. Proof of address is required. The fee for a non-resident card as set by the vote of the Clark Public Library Board

of Trustees is \$65.00 per card. All purchased non-resident cards are subject to annual renewal and the fee for such cards must be paid on an annual basis.

Student Membership

Children who do not reside in Clark, but attend school in Clark are eligible to apply for a Clark Public Library Student card valid from 9/1 to 6/30 of the school year and which must be renewed annually. The child's parent or guardian must sign the application for a student card. Proof of attendance at a local school and home address must be presented at the time of registration.

Types of Membership

Adult Membership

Library members who are 18 years and older are issued adult membership cards.

Young Adult Membership

Library members who are between 14-17 years old are issued a young adult membership. Parent must provide proof of address and accept responsibility for membership by signing registration card. Young adults may renew membership without parent in library, upon presentation of valid identification. Young adults over the age of 16 may borrow DVD's and videocassettes from the adult and children's video collection. Young adults under the age of 16 may borrow DVD's and videos from the adult and children's video collection if their parent or guardian signs a separate permission slip.

Child Membership

Library members 3-13 years old are issued a child membership. Parent must provide proof of address and accept responsibility for membership by signing registration card. Children may borrow DVD's and videos from the adult and children's video collection if their parent or guardian signs a separate permission slip.

Renewal of Library Card

Unless otherwise stated, library cards are subject to renewal on a biannual basis. Library cards may not be renewed for patrons with outstanding overdue library materials, overdue fines or other charges on their account. Accounts must be cleared in full before a card is renewed. All persons renewing their library card must present required documentation as indicated for the type of membership they hold.

Membership Responsibility

Any person holding a library card from the Clark Public Library is responsible for all transactions made on his or her card. Therefore, use of the library card by anyone other than the cardholder is strongly discouraged. Lost or stolen cards must be reported to the library immediately. A new library card will be issued upon the report of a lost or stolen card. The fee to replace a lost library card is \$1.00. There is no fee for the replacement of a stolen card, but proof of theft will be required. Once a card is reported lost or stolen, a block is placed on the card number so that no additional items may be checked out.

Any person who has signed as the responsible party for a minor child, may have their library account blocked if the minor has outstanding library material, fines or other charges.

Any person who has \$10.00 or more in charges against their card, will have their library privileges suspended until charges are paid. The Library Director may reinstate privileges if a partial payment is made against outstanding charges.

Any person holding a Clark Library card is subject to all rules and regulations of the Clark Public Library. Library cards may be revoked for willful or repeated infractions of library policy, including, but not limited to the following: deliberate misrepresentation or falsifying of information on a library card, deliberate destruction of library materials, theft of library materials, failure to return library materials or to pay the designated replacement fee, and failure to pay accumulated fines. The decision to revoke a library card shall be made only by the Library Director and shall be made only after reasonable attempts to work out an agreement with the patron have failed. Upon revocation of the patron's card, the patron shall be informed in writing by the Library Director that he has the opportunity to appeal the revocation to the Library Board of Trustees at any one of the next three scheduled meetings. If the patron chooses to have a hearing, the Board shall decide by majority vote whether to sustain the revocation.

Circulation of Library Materials

New Items

The decision to classify an item as circulating (as opposed to reference) and to determine the length of circulation shall be made by the professional staff.

Newly purchased books or audiovisual material placed in the circulating collection shall be categorized as "New" for a period of not less than three months. Material designated as "New" shall be subject to different circulation policies.

Books, which have circulated extensively or have large number of reserves placed on them, may remain as "New" books for a longer period of time at the discretion of the reference librarian. "New" items, with the exception of single disc DVD's, can be renewed once if there are no reserves for the item. An additional charge for "New" Boxed Sets of DVD's will be assessed against a patron's record when renewing this material. No patron is allowed to check out more than two fiction and two non-fiction books from the "New" collection at one time.

Loan Periods, Fines, Circulation Limits

Library loan parameters are listed in Appendix I for the various material formats.

Calculation of fines on overdue items begins to accrue on the day after the due date.

Special arrangements will be made to waive fines when the library is closed for severe weather conditions. Library material placed in the book drop after the library has closed on the day that they are due shall not be considered overdue.

A patron's borrowing privileges will be suspended when his or her unpaid library charges reach a level of \$10.00.

A patron who wishes to contest a fine may speak to the library director who shall have final determination as to whether or not any fines of \$3.00 and over shall be waived. Fines below that amount may be waived at the discretion of the staff. The librarian on duty or circulation supervisor has the authority to override the circulation system, and may do so at his or her discretion so that a patron may be permitted to check out additional materials in spite of an outstanding fine.

Renewal of Library Material

Library material can be renewed by phoning or visiting the library, or by logging onto your member account through the library website. Library material, with the exception of single disc DVD's, can be renewed once if there are no reserves for the item. An additional charge for "New" Boxed Sets of DVD's will be assessed against a patron's record when renewing this material.

Replacement Charges

Replacement charges will be assessed when an item is lost or if an item has been damaged beyond the point of easy repair. The charge will be the actual cost of the item when available or the default charge as listed in Appendix II. In all cases a \$5.00 service charge is added to the cost of the item.

When a patron pays replacement fee plus service charge for a lost item, he is relieved of responsibility for any fines that may have been incurred on that item.

If a patron finds and returns a lost item within 30 days of paying for the item, they will receive a refund for the replacement cost of the item. Service charges are non-refundable.

Temporary High Demand items

In order to accommodate the large number of students that may be working on the same school project, members of the same household may be limited to borrowing only 3 books on the same subject.

Books assigned as a summer reading requirement for school will have a 14 day loan period. The circulation of Summer Reading books will be limited to 2 books per library member per grade level.

At the discretion of the professional staff some library books may be removed from the circulating collection and designated for in library use only, when demand for a particular book or topic is high.

Transfer of Card

It is understood that there are occasions when a patron may be unable to come to the library in person. For that reason, the library recognizes that there are times when a person will be presenting a card other than his or her own. Any adult cardholder will be permitted to present their own card (or valid ID showing name and address) plus the card of one other adult, whether or not that person is a family member. Parents will continue to be permitted to present their cards plus the cards of any of their children under the age of eighteen. Children under the age of eighteen are not permitted to present their parents' cards.

Reserves

All circulating library material can be placed on reserve.

A reserve placed by a Clark resident or patron who has purchased a Clark Library card shall take precedence over any reserves for that item placed by non-residents.

Reserve requests may be made in person, by telephone or through a member's online account. If the library does not own a particular book, a patron may fill out a "request to purchase" form.

If a patron does not respond within three library working days after being notified that a reserve is being held for them, or if the staff are unable to reach the patron by telephone within three days of the arrival of the reserve, their name may be removed from the reserve list and the next person is called.

Patrons can manage their reserves so they only arrive after a specific date. Patrons can request that staff suspend their reserve, or they can manage their own reserve list through their online member account.

Appendices

Appendix I: Circulation Policy and Fees

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	Loan Period Days	Charge to Borrow	Overdue fine per day	Max. fine per item	Max. item format*	Drop Box Fine**	Renewal # days	Renewal fee
Adult Books	28	0	\$0.20	\$12.00	25		28	0
"New" Book	14	0	\$0.25	\$12.00	4		14	0
Children's/YA Books	28	0	\$0.10	\$12.00	25		28	0
"New" Video or DVD	3	\$1.00	\$1.00	\$12.00	4****	\$5.00	0	N/A
"New" Video or DVD (3+ Discs)	7	\$3.00	\$1.00	\$12.00	4****	\$5.00	7	\$1.00
Leap Pad Book	28	0	\$0.10	\$12.00	4		28	0
Book on CD/Tape/MP3	28	0	\$0.25	\$12.00	4	\$5.00	28	0
Compact Disc	14	0	\$0.25	\$12.00	4	\$5.00	14	0
Magazine	14	0	\$0.10	\$12.00	4		14	0
Video or DVD (old)	7	0	\$1.00	\$12.00	4****	\$5.00	7	0
Educational Video or DVD (old & new)	7	0	\$1.00	\$12.00	4****	\$5.00	7	0
Leap Pad Player	N/A	N/A	\$1.00	\$12.00	1	\$10.00	28	\$2.00
Museum Pass	2	0	\$15.00	Cost	1	0	0	0
Hot Spots	14	0	\$10	\$125	1	\$25.00	0	0

*Maximum of 25 items per library, with not more than the specified number of items within each category

**drop box fine for AV material returned in Book return

*** Renewal on items only as indicated, with no renewals on items on reserve

****Not more than 4 DVD's or Videos per card

No fines, or borrowing charges for Homebound Patrons, 4 week loan period for all book material circulated to homebound customers. (Approved Sept. 2017)

*Maximum of 25 items per library, with not more than the specified number of items within each category

**drop box fine for AV material returned in Book return

*** Renewal on items only as indicated, with no renewals on items on reserve

****Not more than 4 DVD's or Videos per card

No fines, or borrowing charges for Homebound Patrons, 4 week loan period for all book material circulated to homebound customers.

Appendix II: Replacement Costs & Service Charges

Default Replacement Costs

	Per Item	Hardcover	Paperback
YA/Adult fiction		\$20.00	\$5.00
YA/Adult non-fiction		\$25.00	\$10.00
Juvenile fiction		\$14.00	\$4.00
Juvenile non-fiction		\$16.00	\$6.00
Magazine	\$5.00		
Compact Disc (music)	\$18.00		
Recorded Book	\$50.00		
Video/DVD	\$25.00		
Broken tape/CD audio book	\$8.00		

Replacement Charges & Service Charges

Service Charge		\$5.00
Lost Barcode		\$2.00
CD Case	All parts / partial	\$3.00/\$1.00
DVD/VHS box		\$3.00
Audio Book Box		\$5.00
Art work for any of the above		\$3.00
Lost Library/Computer Card		\$1.00
Collection Agency		\$14.00
Printing/photocopies	B&W/color	\$0.15/\$0.75
Non-resident card (annual fee)		\$65.00