CLARK PUBLIC LIBRARY

TECHNOLOGY ■ COMMUNITY ■ IMAGINATION

Library Cards

A Clark Public Library card is necessary to borrow materials from the library and to remotely access subscription-based digital content. Library cards can be obtained in person at the circulation desk or by emailing circulation@clarklibrary.org. There are five types of library cards: resident, fee exempt non-resident, Stella, M.U.R.A.L., and full fee non-resident.

Resident Library Cards

Free library cards are available to residents of the Municipality of Clark, are valid for three years, and may be renewed with valid ID and proof of Clark residence. Any resident of Clark may register for a library card. 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.

Fee Exempt, Non-Resident Library Cards

Holders of non-resident cards may circulate any Clark Public Library materials. Non-residents may have a free card if they meet the following criteria and present proof of such.

- Non-resident Clark property owners.
- Employees or owner of a Clark business.
- Teachers, staff and students of all Clark Public Schools.
- Teachers in a private school located in the Municipality of Clark.
- Clark Public Library employees and Board Members.
- Clark Municipal Staff; Fire and First Aid & Rescue Volunteers/Employees.

Exempt and Non-Resident library cards are valid for one year and may be renewed with proof of eligibility. These cards may only be used to check out items at the Clark Public Library and are available immediately upon application.

Teacher cards may place holds on items within the Stella Library system.

Children who live outside of Clark but attend school in Clark are eligible for a Clark Public Library Student Card. Student cards are valid for the school year (September 1 – June 30) and must be renewed annually.

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 Public 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 M.U.R.A.L. cardholders are in good standing with their home library at the time of initial registration and renewal of Clark membership. Borrowers through M.U.R.A.L. may circulate most library materials (some restrictions do apply), 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. For a list of libraries in M.U.R.A.L. visit our website at https://clarklibrary.org/m-u-r-a-l/

Fee Non-Resident Library Cards

Any person age 18 or older who does not reside in Clark is eligible to purchase a Clark Public 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.

Proof of Eligibility for Library Cards

- The following forms of personal identification are accepted by the Clark Public Library for residents of Clark: driver's license; non-driver's identification; passport (U.S. or other country); U.S. permanent resident card;
- The Clark Public Library accepts the following forms of personal identification as proof of residency: driver's license; NJ motor vehicle registration; Township of Clark property tax bill; current rental lease, receipt or deed with the applicant's name; current utility bill in the applicant's name; current tuition bill; or dated letter from a social services agency.
- Documents Required for Non-Residents to Receive a Complimentary Card: The following documents are accepted by the Clark Public Library in order for non-residents to receive a free complimentary or paid card: proof of property ownership in the municipality of Clark; proof of ownership of a business in the municipality of Clark; proof of current employment at a business in the municipality of Clark; or proof of current enrollment in a private school located within the municipality of Clark.
- Minors for applicants under the age of 18 for Clark residents: The following may be accepted as personal identification or proof of residency: a parent or guardian's valid government issued ID.
- Not Accepted As Proof: For the avoidance of doubt, the following items, among others, will not be accepted as acceptable documentary proof: a post office box address, general delivery address, or business card.
- 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 Library Cards:

- 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. Parents or guardians must provide proof of address and accept responsibility for membership by signing a registration card. Young adults may renew membership without a parent or guardian in the library upon presentation of valid identification. Young adults over the age of 17 may borrow DVDs from all collections. Young adults 16 and under may borrow DVDs from all collections if their parents or guardians give approval when signing up.
- Child Membership: Library members Baby-13 years old are issued a child membership. Parents or guardians must provide proof of address and accept responsibility for membership by signing a registration card. Children may borrow DVDs from the adult and children's collection if their parents or guardians give approval when signing up.

Renewal of Library Card

Unless otherwise stated, library cards are subject to renewal on a three year 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.

Library Card Holders Responsibilities

- Clark patrons may pick up holds for other members in extenuating circumstances. The patron must show the library card of the person they are picking the item up for.
- Any person holding a library card from the Clark Public Library is responsible for all items checked out on their card.
- 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. There is no fee for the replacement of a lost or 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 $20.00 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 Public 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 Board of Trustees and 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 they have 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.

Approved by the Board of Trustees: 2025