



## Circulation Policy

### Library Cards

A valid library card is required to check out any material from the Worth-Pinkham Memorial Library. Ho-Ho-Kus residents of all ages are entitled to a free card with proof of residency. To apply for a card, simply visit the Circulation Desk with a current form of ID bearing your Ho-Ho-Kus address.

Acceptable forms of identification are:

- Valid New Jersey Driver's License or Non-Driver ID
- Current mortgage statement, lease, or deed
- Current utility or tax bill

The library may send correspondence to a P.O. box if you wish; however, a valid street address is required to register for a card.

Children may obtain their own library card, which must be co-signed by a parent or legal guardian. In order to receive a card, the child must physically visit the Circulation Desk in the presence of a parent or legal guardian, who must provide proof of Ho-Ho-Kus residency. Parents/guardians are responsible for their child's checkouts, as well as any related fines or fees, until the cardholder turns 18.

Library cards are valid for three (3) years, and must be renewed by showing proof of residency. There is a \$3.00 charge for a lost or stolen card.

Individuals who work, own property, or go to school in Ho-Ho-Kus but do not reside in a BCCLS town are entitled to a free "courtesy card" that is valid only at Worth-Pinkham Memorial Library. To apply, please visit the Circulation Desk with proof of your affiliation. Courtesy cards are valid for one year and are to be used by the named individual only.

Acceptable forms of identification for a courtesy card holder are:

- Recent pay stub
- Letter from your Ho-Ho-Kus employer or school on company letterhead
- School ID (*must also show proof of address if not printed on ID*)
- Proof of property ownership such as a deed or mortgage statement

### Borrowing

As Worth-Pinkham Memorial Library is a member of the Bergen County Cooperative Library System (BCCLS), your Ho-Ho-Kus borrowing privileges extend to all other Bergen County libraries, as well as BCCLS towns from other counties. This means you are welcome to use your card in any other BCCLS location, place requests for items Ho-Ho-Kus does not own using the BCCLS online catalog, or return one library's items to another location. To view a full list of participating libraries, please visit [www.bccls.org](http://www.bccls.org).



## Circulation Policy

As of February 14, 2020, items across BCCLS libraries shall share common loan periods as follows:

Material Type	Loan Period	Renewals*
NEW Books ( <i>6 mos. old or less</i> )	14 days	1
Books	28 days	2
Audiobooks	28 days	2
CDs	14 days	2
NEW DVDs/Blu-Rays ( <i>12 mos. old or less</i> )	7 days	1
DVDs/Blu-Rays	14 days	1
Magazines	7 days	2
Museum Passes	3 days	0
Playaway Launchpads	14 days	2

*\* Items may not be renewed if another patron has placed a hold on that title.*

When borrowing materials, please be sure to check the due date(s) on your receipt, or view your account online to check the status of your items.

As of February 14, 2020, items eligible for renewal will renew automatically three days prior to their due date, resulting in a new due date of the loan period plus three days. In the event an item cannot be renewed due to renewal limits or other patrons waiting, you will be notified by email or text message if you have opted into either of these services.

There exists a \$0.10 fine for each day an item is late, with a maximum late fee of \$10.00 per item. The only exceptions are museum passes (\$5.00/day) and Playaway Launchpad tablets (\$1.00/day), which do not have maximum fines. Fines or fees of \$10.00 or more result in a suspension of borrowing privileges until the balance is paid. Damaged or lost items incur a standard replacement fee set by BCCLS, which varies based on the type of item. Please see the Circulation Desk for assistance.