In order to assure equal access to library materials and services by the residents of the Borough of Oakland, the following policy shall be in effect:

**Issuance of a Library Borrower’s Card**

All applications for a library borrower’s card must be completed in the library.

1. **Residents**
   - Any current resident of the Borough of Oakland who is at least five (5) years old and can write his or her name may complete an application for a library borrower’s card. Borrower cards for residents are provided at no charge.
   - Proof of residency must be established using one of the following:
     - Valid New Jersey driver’s license with the current street address
     - Lease or property deed
     - Utility bill or other significant mailed item delivered via U.S. Mail. Mail addressed to a post office box number will not be accepted without a street address noted.
   - Applications from children between the ages of five (5) and eighteen (18) must be signed by a parent or legal guardian residing in the Borough of Oakland and providing proof of residency. The signature of the parent or legal guardian on behalf of a minor child constitutes acknowledgment of responsibility for all items charged to the card.
   - The borrower’s card will be issued for a three-year period and is renewable upon verification of address.

2. **Non-Residents**
   - An employee of the Borough of Oakland, or an employee or owner of a business located within the Borough of Oakland, is eligible to apply for a library borrower’s card. A letter on company letterhead listing the company name, address and the individual’s name will be used as proof of local employment.
   - Individuals who attend school in Oakland, but do not live in a town with a BCCLS library or an Open Borrowing library, are also eligible for a courtesy card upon appropriate documentation.
   - Courtesy cards are issued for a one-year period and are renewable upon verification of employment or school enrollment.
   - Courtesy borrower cards for non-residents are provided at no charge. The use of courtesy cards is limited to materials owned by the Oakland Public Library.
Note that non-residents are always encouraged to register as an Open Borrowing patron and to use their home library card if it participates in the Open Borrowing program.

3. Temporary Residents

A Courtesy Card may be issued an individual who temporarily resides (one year or less) with a resident of Oakland. The applicant must produce a photo ID and an affidavit from the person with whom they reside stating the duration of stay. A $75 deposit is required, which will be refunded upon surrender of the Courtesy Card. See above for a description of Courtesy Card privileges.

4. Non-Residents Not Eligible for a Courtesy Card

Non-residents who are not eligible for aCourtesy Card may obtain a borrower’s card by paying an annual fee of $99. The card is valid for the individual purchaser only. See above for a description of Courtesy Card features.

5. Library borrower cards that have been lost or damaged will be replaced for $3.00, however the first lost card will always be replaced for free.

Use of a Library Borrower’s Card

- No books or materials may be checked out without a valid borrower’s card from the Oakland Public Library or from another library with which the Library has an arrangement for borrowing privileges.

- A library borrower’s card is non-transferable and may be used only by the person whose name appears on the card and in the computer record. Presentation of a library card to borrow library materials, or for any other library function requiring presentation of a card, constitutes representation that the presenter is the legitimate card holder. BCCLS libraries are entitled to request identification from any patron presenting a library card.

- To protect the patron’s privacy and security, the library will assign or reassign a PIN when the patron applies in person and presents his or her valid library card.

- All patron records are, by New Jersey State law, considered to be confidential.

Approved by the Oakland Public Library Board of Trustees

Date: August 18, 2010