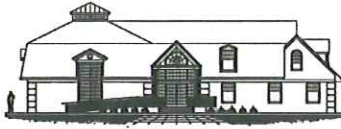


R I V E R D A L E  
**Public Library**



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**POLICY FOR THE ISSUANCE AND  
USE OF A LIBRARY BORROWER'S CARD**

In order to assure equal access to library materials and services by the residents of the Borough of Riverdale, 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 Riverdale 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
- 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 fourteen (14) must be signed by a parent or legal guardian residing in the Borough of Riverdale.

The borrower's card will be issued for a one-year period and is renewable upon verification of address.

2. Non-Residents Employed within the Borough of Riverdale

An employee of the Borough of Riverdale, or an employee of a business located within the Borough of Riverdale, is eligible to apply for a library borrower's card. A current paycheck listing the company name, address and the employee's name will be used as proof of local employment. The library borrower's card will be issued for a one-year period and is renewable upon verification of employment.

## POLICY FOR THE ISSUANCE AND USE OF A LIBRARY BORROWER'S CARD

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If the local employee has a borrower's card from another New Jersey library that participates in the Open Borrowing program, that card may be entered into the database and used at the Riverdale Public Library. This card will be valid for a one-year period and is renewable upon verification.

Borrower cards for non-residents who work within the Borough of Riverdale are provided at no charge. Access to materials and services is limited to those in the Riverdale Public Library.

### 3. Non-Residents Not Employed within the Borough of Riverdale

Non-residents who are not employed within the Borough of Riverdale may obtain a Riverdale Public Library borrower's card by paying a fee.

- The fee for a library borrower's card that may be used at the Riverdale Public Library is \$20.00.
- The fee for a library borrower's card that may be used at any public library in Morris County is \$165.00.

### 4. Library borrower cards that have been lost or damaged will be replaced for \$2.00.

#### Use of a Library Borrower's Card

- No books or materials may be checked out without a valid borrower's card from the Riverdale 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.
- All patron records are, by law, considered to be confidential.

Approved by the Riverdale Public Library Board of Trustees  
January 12, 2004  
Updated October 20, 2008