

ELIGIBILITY FOR A LIBRARY CARD

All residents of Hawthorne, NJ are eligible for a Louis Bay 2nd Library and Community Center card and are encouraged to take advantage of the offerings of the public library. This privilege extends to Hawthorne residents and to those owning property in the Borough. Courtesy Cards may be issued to those employed or attending school in Hawthorne but not residing in any BCCLS member towns.

Residents of Prospect Park are eligible for a library card that is a Pay Card; the policy regarding library cards for Prospect Park patrons may be found [here](#).

Courtesy Cards, and Pay Cards are for use only in the Louis Bay 2nd Library.

Proof of eligibility is required at the time of registration.

The Library issues cards to the following age groups:

- Adult (age 18 and older)
- Juvenile (age 4 to 17)

To obtain an Adult Card:

- The following are acceptable forms of identification with a current address:
 - Valid Driver's License
 - Current property tax receipt
 - Utility bill dated within the last month
 - Rental lease or rent receipt

To obtain a Juvenile Card (Traditional):

- He or she should be present.
- The child's parent or legal guardian must confirm residency with one of the above mentioned forms of identification and co-sign the child's card.
- The parent/guardian is ultimately responsible for the return of all materials charged out to the child and financially responsible for all fines and replacement costs incurred by the child under the age of 18 years old. Additionally, the parent or guardian must assure that the child will comply with the Library's Code of Conduct.

To obtain a Juvenile Card (Alternate):

- To facilitate the goal of issuing Louis Bay 2nd Library cards to all Hawthorne High School students, the Library will accept our completed and signed Registration Forms from the High School.
- Once the Registration Form has been received by the Library, it will be evaluated according to the following criteria and a card will be issued accordingly:

Existing Patron Record	Same Address	Fines >= \$10.00	Replacement Costs Billed	Card Considered	Cost Incurred	Library Visit with ID
N	N/A	N/A	N/A	New	\$0.00	no

Y ¹	Y	Y	Y	Replacement	finer + costs	yes
Y ¹	Y	Y	N	Replacement	finer	yes
Y ¹	Y	N ³	Y	Replacement	costs	yes
Y ¹	Y	N ³	N	Replacement	\$0.00	no

Y ¹	N	Y	Y	Replacement	finer + costs	yes
Y ¹	N	Y	N	Replacement	finer	yes
Y ¹	N	N ³	Y	Replacement	costs	yes
Y ¹	N	N ³	N	Replacement	\$0.00	no

Y ²	N/A	Y	Y	New	finer + costs ⁴	yes
Y ²	N/A	Y	N	New	finer ⁴	yes
Y ²	N/A	N	Y	New	cost ⁴	yes
Y ²	N/A	N	N	New	\$0.00	no

¹ Hawthorne Address

² non Hawthorne Address

³ Fines < \$10.00 will be waived

⁴ Subject to the policies of the home library on the existing patron record

- The parent/guardian is ultimately responsible for the return of all materials charged out to the child and financially responsible for all fines and replacement costs incurred by the child under the age of 18 years old. Additionally, the parent or guardian must assure that the child will comply with the Library's Code of Conduct.

Residents' library cards must be renewed every three years. Courtesy Cards and Pay Cards expire one year from date of issue. The first card is available at no charge, replacement cards are \$3.00 each. It is the card holder's responsibility to inform the library of any change in contact information.

Courtesy Cards and Pay Cards may only be used to borrow Hawthorne Library materials. Library cards must be presented each time a patron wishes to check out or request materials.

The Library holds borrowers responsible for items checked out on their card, even if the use is unauthorized. If either part of a borrower's card is lost or stolen (regular card or keytag), and they notify the library of that fact, they are not held responsible for items borrowed on their card after the notification date.

Patrons must adhere to the Library's Rules of Conduct or they may be asked to leave the building and/or forfeit their library card privileges.