



**FREE PUBLIC LIBRARY**  
697 Avenue C  
Bayonne, New Jersey 07002-2806  
Tel: (201) 858-6970  
Fax: (201) 858-6706



**Maribeth Doria**  
Board President

**Melody Scagnelli-Townley**  
Library Director

### **Bayonne Public Library Card Policy**

#### **Library Cards**

Residents may sign up for a Bayonne Public library card at any time when the library is open to the public. (Please see our website or social media for hours of operation.) Residents may complete an application online through the Library's website in order to expedite the process.

#### **Adult Library Cards**

**Resident Cards** - Adult residents of Bayonne, Bayonne property owners living outside of Bayonne, and employees of Bayonne schools all are eligible for a Library card free of charge. Resident Cards entitle the card holder to full access to all Library materials and services, the right to reserve and hold items, access to interlibrary loan privileges including JerseyCat and access to all eContent. Resident Card holders can borrow up to thirty (30) items at any one time.

**Courtesy Cards** – Persons working in Bayonne for Bayonne businesses, including City of Bayonne employees who are not residents, can obtain a Courtesy Library card free of charge. Courtesy Cards allow card holders access to physical materials in the Library, and allow access to limited eContent, but no access to interlibrary loan privileges. Courtesy Card holders can borrow up to twenty (20) items at any one time.

**Non-resident Cards** – Persons who do not live or work in Bayonne may obtain a Library card for an annual fee of \$100. Non-resident Cards entitle the card holder to access and borrow physical library materials, but not to reserve or hold materials, and are not eligible to use any of the eContent the Library offers. Non-resident Card holders can borrow up to twenty (20) items at any one time.

## **Proof of Eligibility**

All applicants for any Library card must present a government-issued photo ID and proof of home address and, where applicable, proof of employment in Bayonne.

## **Acceptable Forms of ID**

Applicants for a Resident Card must present a photo ID and proof of Bayonne residency, which may be together in a single document or a combination of two (2) documents:

- Current NJ driver's license or NJ non-driver identification card with current Bayonne address or other government issued photo ID, including US passport (for identification only)
  - If driver's license or other photo ID does not show a current Bayonne address, applicants also may provide one of the following to demonstrate a current Bayonne address:
    - Current lease or deed
    - Recent utility bill (within past 60 days)
    - Recent bank statement (within past 60 days)
    - Recent credit card bill (within past 60 days)
    - Medicare/Medicaid ID (with current address)
    - Tax Records (current year)
    - Bayonne City ID
    - Bayonne Board of Education employee ID
    - Contract or letter verifying current employment in a school in Bayonne

A P.O. Box is not acceptable as proof of Bayonne Residency.

Applicants for a Courtesy Card must present a current driver's license or other government issued photo ID with current home address or other government issued ID without address including US passport (for identification only), and any of the documents listed above for Resident Card applicants, which demonstrates applicant's current home address, and proof of employment in the City of Bayonne, including

- Current pay stub showing Bayonne employer (within past 30 days)
- Current City of Bayonne employee ID

- Letter from employer on Company letterhead stating current employment

Applicants for a Non-Resident Card must present a current driver's license or other government issued photo ID with current home address or other government issued ID without address including US passport (for identification only), and any of the documents listed above for Resident Card applicants, which demonstrates applicant's current home address.

### **Expiration**

Resident Cards expire after three (3) years and must be renewed. We encourage our patrons to keep their contact information updated. Card holders can renew their Resident Card account through the Library's website.

Courtesy Cards and Non-Resident cards must be renewed annually.

### **Teen Cards**

Residents of Bayonne aged 13 to 18 will be issued Teen Library Cards based on the rules listed for Adult Bayonne Resident cards. Applicants for Teen Cards can apply using a school ID, a School report card (current or immediately prior year), a school enrollment record (current), a letter from their school, or a parent or guardian's lease or utility bill. Applicants applying for Teen Cards through their school will have their identity verified by the school so no additional documentation will be required. Teen Library Card holders can borrow up to thirty (30) items at one time.

### **Children's Cards**

Children's Library Cards are issued to Bayonne resident children aged newborn to 12 years. Proof of parents' or legal guardians' residency must be presented at the time of application. The same proofs of eligibility as for Adult Resident Cards are required to establish the parent's or guardian's Bayonne residency status. Children's Cards can borrow up to 30 items at one time. Children's Cards are not eligible to borrow DVDs unless a parent or guardian is present. The parent or guardian acknowledges acceptance of financial responsibility for all materials charged to their child's Children's Card. Parent's or guardian's Resident Cards will be linked as "Guarantees" to the account(s) of their child(ren).

### **Responsibilities of Cardholders**

All cardholders are responsible for all items charged to their Library card. Library cards are non-transferable. Unreturned, unpaid items may result in monetary penalties and limits on or suspension of borrowing privileges and/or access to certain materials such as eContent. Cardholders must report change of name or address information to the Library promptly. Cardholders must report a lost or stolen Card as soon as possible. The Library Card will be blocked immediately to prevent further use.

### **Blocked Cards**

Library cards are blocked when the card has expired, the cardholder has accrued \$5.00 or more in fines, or the card shows more than ten (10) overdue items.

Multiple cards for a given household (or cards for a given parent/guardian of children in different households) may be linked & blocked when one or more of the other cards for the household (or parent/guardian) is blocked because of outstanding fines or assumed lost/unreturned items.

### **Lost Cards**

Lost or damaged cards may be replaced for a fee of \$5.00.

### **Penalties for Violations of This Policy**

Card holders who violate any provision(s) of this Library Card may have some or all of their Library privileges suspended for a limited or extended period of time, or even permanently.

Appealing a Penalty - Any card holder who has been penalized for violating this policy and wishes to appeal the penalty must submit a written appeal to the Library Director within thirty (30) calendar days following the date the penalty was issued. The Director will provide a written response to the appeal within ten (10) business days following receipt. A card holder may appeal the decision of the Library Director to the Library Board of Trustees by submitting a written appeal to the President of the Library Board of Trustees within ten (10) business days following the date of the Director's decision. The decision of the Board of Trustees shall be the final determination on the appeal.

**Adopted by the Bayonne Public Library Board of Trustees on 9/5/23.**

**Revised by the Bayonne Public Library Board of Trustees on 9/1/26.**