FREE PUBLIC LIBRARY
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Bayonne Public Library Circulation Policy

Circulation Policy

1. Patrons must present proof of a library account which includes:
    a. Physical card issued by a BCCLS library
    b. Current photo ID, either physical or digital
        i. **Staff must have the patron verbally verify the address if not displayed on the ID.**
    c. Digital representation of the card
        i. BCCLS app, library app, or self-checkout app
        ii. Card stored on third-party barcode apps (e.g. Keyring, Apple Wallet)
        iii. Photo of card on device
2. Multimedia materials need to be checked out no later than 15 minutes before closing.

Circulation Periods, Item Limits, and Renewal Limits

Item Type	Items *up to* 12 months old borrowing period	Renewals allowed for items *up to* 12 months old	Items *more than* 12 months old borrowing period	Renewals allowed for items *more than* 12 months old
Audiobook or Playaway	14 days	1	28 days	2
Book	14 days	1	28 days	2
CD, DVD, Blu-Ray, Game, or Magazine	7 days	1	14 days	2

Kit	14 days	1	28 days	2
Preloaded device	14 days	1	14 days	2

Please note: There is a general item limit of 50 items which may be charged out to a patron's account at any one time.

Please also note: Reference and local history items do not circulate outside the library and are not available via Interlibrary Loan. If you need to use these items, they must be used within the library. If you are unable to use these items within the library, please contact our Reference Department at refdesk@bayonnelibrary.org or call (201) 858-6971 and select "Reference" for further assistance with these items.

Library Fees

The Library believes in providing free and open access to knowledge for all. Eliminating fines for overdue materials means more people in our community have greater access to the Library's vital materials, resources, and services.

Late fines, no matter how small, discourage people who can't afford them from using the Library, and present a real and significant burden to our most vulnerable populations. These kinds of financial barriers can discourage many people who rely on the Library from coming back, which means they can't access books required for schoolwork, use public computers, access job resources, or simply have a safe, open, welcoming space to visit.

The Library wants to remove such obstacles so everyone in Bayonne has greater access to information and opportunity. Eliminating fines ensures that access to the Library is not based on anyone's ability to pay and ensures that all members of our community have equitable access to our programs, service, and collections.

Effective November 1, 2023 ("effective date") the Bayonne Public Library will no longer charge late fines for Bayonne-owned items returned late. This includes:

- All Books
- CDs
- DVDs/BluRays
- Audiobooks

Fine-free does not apply to:

- items borrowed from other BCCLS libraries that are not fine-free
- items borrowed from other libraries through JerseyCat Interlibrary Loan

- items borrowed from the Library of Things
- lost or damaged items (see below)

All items will still have a due date, and the Library encourages patrons to return their borrowed items by the due date or the renewal date. Please be respectful of your fellow library users who may be waiting for items to be returned. After 60 days, the item will be considered lost, and a replacement fee will be added to the patron's account.

All patrons who have outstanding fines accrued on their library card for Bayonne items from prior to the effective date may request to have those fines waived. All such requests will be granted upon request; no questions asked.

Lost Items

If a patron has an item or items outstanding for 60 days or more past the final return date, those items will be considered lost, and the patron will be required either to return the item(s) or pay the replacement fee. Patrons will receive a notice in advance of the end of the 60 days' period advising that their borrowing privileges are suspended as of the 61st day, and will remain suspended until the patron either returns the item(s) or pays the replacement fee for the lost item.

Fines will still apply for lost items. Patrons have the option of either paying the cost for the Library to replace the item by purchasing through its own vendor, or patrons can purchase a new copy of the same item with the same ISBN number, and submit that copy to the Library. Patrons must exercise one of these options with 30 days following notice of the lost item and assessment of the lost item charge. The Library's Processing Department will then integrate the replacement copy back into the collection.

Please note: Replacement copies are only accepted for lost items owned by the Bayonne Public Library. Other BCCLS libraries may not accept replacement copies. Please contact the owning library directly to discuss if this option is available.

Renewals

In-Person renewals:

Patrons must present proof of a library account, which includes:

- Physical card issued by a BCCLS library.
- Current photo ID, either physical or digital.
    - **Staff must have the patron verbally verify the address if it is not displayed on the ID.**

- Digital representation of the card
    - BCCLS app, library app, or self-checkout app.
    - Card stored on third-party barcode apps (e.g. Keyring, Apple Wallet).
    - Photo of card on device.

Phone renewals:

Patrons may renew their borrowed materials by phone by calling the Library and providing their 14-digit library card number to the staff member. Please note: Phone renewals must be made during regular library hours by speaking live to a staff member; patrons shall not leave their library card number on a message to staff using the Library's voicemail system.

Online renewals:

To renew online in the BCCLS catalog:

1. The Library's catalog is available through BCCLS at: bayo.search.bccls.org
2. Log into your library account and click your name at the top right to access Account Portal.
3. Your account summary will appear. Click "Checkouts & Requests". Any renewable items will have a "Renew" button. Click the "Renew" button next to the desired item(s).
4. Click "Renew items" at the top of the page to access "Renew overdue", "Renew due soon" and "Overdue and due soon".
5. The new due date will appear next to each item.
    a. Please note: Items that are not able to be renewed will say "0 renewals remaining".

To renew online in the BCCLS mobile app:

1. The BCCLS mobile app is available to download for free in the Apple app store and Google Play store by searching "BCCLS Libraries (NJ)".
2. Log into your library account and select "My Account".
3. Select "Checkouts". Any renewable item will display how many renewals are remaining.
4. At the top of the screen, select either "Renew all" to renew all items or "Select" to select individual item(s) to renew. Alternatively, you can select an individual item and select "Renew".
5. The "Item renewed successfully" message will display, and the new due date(s) will display below the item(s).
    a. Please note: Items that are not able to be renewed will say "Item cannot be renewed".

All items will automatically be renewed 3 days prior to the due date, except when either the patron or item is blocked for the reasons listed below.

An item will not be able to be renewed if:

- The item has a pending hold for another patron.
- The item has reached its renewal limit.
- The patron's library account has expired or will expire prior to the item's new due date.
- The patron owes $10.00 or more in fines.
- The patron has ten (10) or more items currently overdue.
- The patron has one (1) or more items currently long overdue (28 days).
- The patron has one (1) or more lost items.
- The patron's account is blocked for any other reason.

eContent Renewals:

Items borrowed on hoopla, including eBooks, eAudiobooks, eComics, eMagazines, BingePasses, and streaming music, movies, & TV shows, will automatically be returned at the conclusion of the initial borrowing period. Patrons can opt to borrow the item again manually after its return, provided there are no holds on the item. However, there is no way for patrons to renew hoopla items automatically.

Items borrowed on Libby, including eBooks, eAudiobooks, and eMagazines, will automatically be returned at the conclusion of the initial borrowing period. Patrons can renew items prior to their return, provided there are no holds on them.

Notifications

All patrons are strongly encouraged to ensure the Library has a current email address on file. If a patron's library account lists an email address, they have opted in for eReceipts, and their notification preference is set to Email, the Library will send a notification to the patron via email if an item has been checked out, auto-renewed, will be due soon, or is overdue. Emails will also be sent for cancelled requests and accounts that are about to expire.

All patrons must also have a valid phone number in our system. Automatic notifications are available via text message, provided they have opted in for text messages.

Adopted by the Bayonne Public Library Board of Trustees on 11/14/23.

Revised by the Bayonne Public Library Board of Trustees on 11/12/24.

Revised by the Bayonne Public Library Board of Trustees on 11/10/26.