

ELIGIBILITY FOR A LIBRARY ACCOUNT

All residents of Hawthorne, NJ are eligible for a Louis Bay 2nd Library and Community Center account 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 Card Accounts 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 Pay Card Account; the policy regarding accounts for Prospect Park patrons may be found [here](#).

Courtesy Card Accounts and Pay Card Accounts are for use only in the Louis Bay 2nd Library and are not eligible for access to digital materials.

Proof of eligibility is required at the time of registration.

The Library issues accounts to the following age groups:

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

To obtain an Adult Account:

- Complete an application and provide identification
- 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 Account (Traditional):

- The child 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 account application.
- 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 Account (Alternate):

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

Existing Patron Record	Same Address	Fines >= \$10.00	Replacement Costs Billed	Account 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

¹Hawthorne 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.

Library staff are entitled to request identification from any patron wishing to borrow or request items.

Proof of a library account includes:

- physical card issued by a BCCLS library
- current photo ID (staff must have patron verbally verify address if not displayed on ID)
- digital representation of the card
- card stored on loyalty card app
- library app or self-checkout app

The Library holds borrowers responsible for items checked out on their account, 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 account 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 account privileges.

Library Account Replacement, Expiration, and Renewal

- The first card issued at the creation of a library account is available at no charge; replacement cards are \$3.00 each. It is the account holder's responsibility to inform the library of any change in contact information.
- Residents' library accounts expire three years from the date of issue.
- Courtesy Card Accounts and Pay Card Accounts expire one year from date of issue.
- To renew a card, identification is required; acceptable forms of identification with a current address are the same as those required to establish or provide proof of a library account.
- All fines and/or fees must be paid in full before the account will be renewed.