



# Wood-Ridge Memorial Library

231 Hackensack Street • Wood-Ridge, NJ 07075 • 201-438-2455  
[WoodRidgeMemorialLibrary.org](http://WoodRidgeMemorialLibrary.org)

## Borrowing Policy

A Wood-Ridge Memorial Library Card provides borrowing privileges at all 77 member libraries of the Bergen County Cooperative Library System (BCCLS). A total of fifty items may be borrowed on your card. Loan periods are determined by BCCLS. Your card grants you access to materials listed in our Library catalog, our digital collections, our subscription databases, and our museum passes. Your valid card must be presented to borrow materials; cards are not transferable.

### **Who is eligible for a Wood-Ridge Memorial Library card?**

If you live in or own property in Wood-Ridge, you are eligible for a library card. One of the following proofs of residency is required:

- Valid NJ Driver's License displaying your Wood-Ridge, NJ address.
- State or County issued Non-Driver Identification Card.
- Property tax bill.
- Utility bill (water, electric, etc.)
- Telephone bill
- Lease, if renting, or mortgage agreement.
- High school or college transcript showing your current Wood-Ridge address, issued within the last year.

### **Can a child have a Library card?**

Yes. Children from the ages of 5 to 17 may have a card. A parent or guardian must come to the Library in person to request a card for their child, and show proof of residency. Parents/guardians are responsible for all materials borrowed by their children.

### **Can a Moonachie resident get a Wood-Ridge Memorial Library card?**

Yes. Moonachie cards are restricted to on-site borrowing at the Wood-Ridge Memorial Library, for Wood-Ridge materials only. It does not permit remote access to digital collections or subscription research databases. Moonachie residents must request a Library card application letter at the Moonachie Borough Hall (70 Moonachie Rd., Moonachie, NJ). They must specify whether they want a card for the Wood-Ridge, Little Ferry, or Hackensack Library. Moonachie requires their residents to pay a portion of the fee that is charged by the lending library. The current fee for a Wood-Ridge Memorial Library card is \$60.

An adult head of household should bring the letter issued from the Moonachie Borough Hall to the Wood-Ridge Memorial Library. One card will be issued for use by all family members for a period of one year. At the end of the year, a new application must be obtained and brought to the Wood-Ridge

Memorial Library with the expired Library card. Any fines accrued on the card must be paid before the card is renewed.

**Can I request items from other BCCLS Libraries?**

Yes, you may request to have items shipped from other BCCLS member libraries to the Wood-Ridge Memorial Library. Items may be requested in person, by phone, or online via the BCCLS catalog. You will be contacted by phone, email, or text (according to your preference) when your item arrives. The Library card associated with the request must be presented at pick-up by the card holder. Another Library card may not be substituted. Items will not be released to anyone other than the card holder unless the **Agreement to Associate Library Cards** has been signed by all interested parties. Please inquire at the Circulation desk for more information.

**When does my Library card expire?**

Library cards expire in three years. At that time, you'll need to bring your card and a proof of residency. All fines must be paid before the card is renewed.

**What if I lose my card?**

Please report a lost or stolen card to the Library at once. A \$3.00 fee is assessed for replacement cards. All fines must be paid before a replacement card can be issued.

**Where can I return borrowed materials?**

You can return items to the Wood-Ridge Memorial Library or to any BCCLS library. The outdoor book drop is open 24/7. Museum passes must be returned to the Wood-Ridge Memorial Library directly, either at the front desk or through the book drop.

**What if I lose or damage an item?**

You will be charged a replacement fee for lost or irreparably damaged items.

## Borrowing Periods

Please refer to the chart below for borrowing periods and late fees.

Item Type	Loan Period	Number of Renewals	Daily Late Fee*
New Books	14 days	1	\$0.10
Books	28 days	2	\$0.10
Magazines	7 days	1	\$0.10
New Audiobooks	14 days	1	\$0.10
Audiobooks	28 days	2	\$0.10
New DVDs	7 days	1	\$1.00
DVDs	14 days	2	\$1.00
Museum Passes	3 days	None	\$10.00
Children's Holiday Books	14 days	None	\$0.10
Summer Reading Books	21 days	None	\$0.10

*Adopted at a public meeting of the Wood-Ridge Memorial Library Board of Trustees, 12/10/2012.*

*Amended 9/14/2017.*

*Amended 5/14/2018.*

*Amended 1/13/2020.*