



# Wood-Ridge Memorial Library

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

## BORROWING POLICY

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

If you live in Wood-Ridge or own property in Wood-Ridge, you are eligible for a library card. One proof of current Wood-Ridge residency is required as follows:

- NJ Driver's License with your Wood-Ridge address
- Non-Driver Identification Card issued by the NJ Motor Vehicle Commission
- Property tax bill
- Utility bill (water, electric)
- Telephone bill (landline for residence)
- Lease, if renting
- High School or College report card or transcript stating 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/guardian must come to the Library in-person to request a card for his or her child and show proof of residency. Parents/legal guardians are responsible for all materials borrowed by their minor children.

### **Moonachie residents are also eligible for a Wood-Ridge Memorial Library card.**

The card restricts use 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. They must specify whether they want a card in Wood-Ridge or Little Ferry or Hackensack. Moonachie requires their residents to pay a portion of the fee charged by the lending library. At this time the resident's fee for a Wood-Ridge Memorial Library card is \$60.

An adult head of household should bring the letter to the Wood-Ridge Memorial Library and one card will be issued for use by all family members for the period of 1 year. At the end of the year, a new application letter must be obtained and brought to the

anyone other than the cardholder unless the **Agreement to Associate Library Cards** form has been signed by all parties. Please inquire at the Circulation Desk for more information.

**How may I renew items?**

You may renew items in person, over the telephone, or online with your library card number and password. Effective February 14, 2020, items that **are not on hold for another patron** will be eligible to renew automatically, up to the renewal limit. Items will renew three days before the due date. The renewal loan period will equal three days plus the item's loan period. Patrons who have provided the Library with an e-mail address or cell phone number will receive an e-mail or text message notifying them of the renewal. Please call the library during operating hours or check your library card record online if you are unsure if your items renewed.

**When does my library card expire?**

Your library card will expire in 3 years. At that time you will need to bring your card to the Library with proof of residency. All fines must be paid before the card will be renewed.

**What if I lose my card?**

Please report a lost or stolen card immediately. A \$3.00 fee is assessed for replacement cards. All library charges must be paid before a replacement card is issued.

**Where can I return materials I have borrowed?**

You may return items to the Wood-Ridge Memorial Library or to any library in the BCCLS consortium. When the Library is closed, you may return items to the book drop on the porch of the Wood-Ridge Memorial Library. Museum Passes must be returned directly to the Wood-Ridge Memorial Library, but may be returned to the book drop on the Library porch.

**What if I lose an item?**

You will be charged for the replacement cost of the library items you lose.

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

*Amended September 14, 2017.*

*Amended May 14, 2018.*

*Amended January 13, 2020.*

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

### **What else should I know about my card?**

Your card provides borrowing privileges at all 77 member libraries of the Bergen County Cooperative Library System (BCCLS). A total of 50 items may be borrowed on your card; loan periods, overdue fines, and borrowing limits on specific types of items are determined by each member library.

Your library card will grant you access to materials listed in our library catalog, our digital collections, and our subscription research databases.

Your valid library card must be presented to borrow materials.

**Library cards are not transferable.**

### **How long may I keep borrowed items?**

Please refer to the chart below for borrowing times and late fees for items owned by Wood-Ridge Memorial Library.

<b>Item Type</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Daily Late Fee *</b>
<b>New Books (as labeled)</b>	14 days	1 renewal	\$0.10
<b>Books</b>	28 days	2 renewals	\$0.10
<b>Magazines</b>	7 days	1 renewal	\$0.10
<b>New Audiobooks (as labeled)</b>	14 days	1 renewal	\$0.10
<b>Audiobooks</b>	28 days	2 renewals	\$0.10
<b>New DVDs (as labeled)</b>	7 days	1 renewal	\$1.00
<b>DVDs</b>	14 days	2 renewals	\$1.00
<b>Museum Passes</b>	3 days	None	\$10.00
<b>Juvenile Holiday Books</b>	14 days	None	\$0.10
<b>Summer Reading Books **</b>	21 days	None	\$0.10

**\* We do not charge for Sundays or Holidays on which we are closed.**

**\*\* June 15 to September 15**

### **Can I request items from other BCCLS libraries?**

Yes, you may request to have items shipped from another BCCLS member library to the Wood-Ridge Memorial Library for your use. Items may be requested in person, by telephone, or online via the BCCLS catalog, via the "Place Request" button to the right of the each item. You will be contacted by phone, text or e-mail when your item arrives. The library card associated with the request must be presented at pick-up by the cardholder. Another library card may not be substituted; items will not be released to