

**CIR-1, Library Cards for Residents / Free Cards**

**Effective:** January 1, 2022

**Supersedes:** September 1, 2018; January 10, 2017; June 9, 2015; January 13, 2015; April 10, 2012

**Policy Statement:** As part of its public service mission of meeting the educational, recreational, and informational needs of its customers, the Camden County Library issues cards for checking out library items and accessing online and digital resources.

**Regulations**

**1. The following are eligible for a two-year card:**

- 1.1. Residents of member communities.
- 1.2. Owners of property in member communities.
- 1.3. Entities and residents of municipalities or counties with whom the library has a reciprocal borrowing agreement.
- 1.4. Residents of Camden County age 65 or older.
- 1.5. Librarians who reside in Camden County.
- 1.6. Businesses located in member communities.
- 1.7. Non-profit organizations in Camden County that serve residents of member communities.
- 1.8. Anyone approved for a courtesy card by the Library Director or Branch Manager.
- 1.9. Veterans and active-duty military living in Camden County.

**2. The following are eligible for a one-year card:**

- 2.1. Any Camden County official or employee.
- 2.2. Students and tutors registered with Literacy Volunteers of America/Camden County (LVA/CC).
- 2.3. Employees of Camden County public, private and parochial K-12 schools and homeschoolers who reside in Camden County.
- 2.4. Camden County Library System volunteers.
- 2.5. K-12 students residing in non-member communities who are enrolled in member community schools.
- 2.6. Staff and faculty employed at the Rutgers University Camden campus.
- 2.7. Students who are in residence in the Rutgers University Camden campus dormitories.

### **3. The following are eligible for a three-month card:**

- 3.1. Residents of non-member communities issued a card in conjunction with a library-sponsored special promotion, program, or initiative.
- 3.2. Individuals aged 15 and older who do not have a permanent address or identification with a current address.

### **Procedures**

1. There is no age restriction for obtaining a library card.
2. Registration renewal requires one form of identification with a current street address except in the case of individuals who receive a three-month card under the provisions of 3.2 in this policy.
3. Change of address requires a valid photo identification card with new street address or two other forms of identification with new street address.
4. Registration requirements:
  - 4.1. Adults (age 18 and older) and juveniles (ages 15 through 17) must present a valid photo identification card with current street address or two other items of identification with current street address. If US mail is being used as a form of ID, it must be issued or postmarked within the last 90 days and include name and current address. A post office box may be used if the resident shows proof of ownership of property in a member community (tax bill, etc.).
  - 4.2. Juveniles (age 14 and under) must be accompanied by a parent or legal guardian who must present appropriate identification and sign the application as the person responsible for the card. If a juvenile is unable to provide the required identification and co-signature, the registration may be processed, and the card mailed to a street address care of a parent or guardian. Three items may be borrowed on the date of issue of the card.
  - 4.3. Nonresident owners of property in member communities must present proof of such ownership.
  - 4.4. Residents of Atlantic County must show a valid Atlantic County Library card in addition to what is required in Section 2 above.
  - 4.5. Camden County College (CCC) students who are otherwise ineligible for membership with the Camden County Library may borrow materials by presenting a valid Camden County College Library card.
  - 4.6. Professional librarians living in Camden County must show evidence of their degree in addition to what is required in section two, above.
  - 4.7. Businesses located in member communities and non-profit organizations in Camden County serving residents of member communities must submit proof of affiliation with the business and proof of the business address.
  - 4.8. Military veterans (active duty, veteran, and retirees) living in Camden County must present documentation confirming their status. Documents

include, but are not limited to, military ID, DD214 form, Certificate of Release, or Discharge from Active Duty.

- 4.9. Camden County officials (e.g., members of commissions or boards) must show evidence of their status.
  - 4.10. Camden County employees: must show proof of current employment with the County.
  - 4.11. LVA/CC students and tutors must have their status as a student or tutor verified by the LVA/CC office.
  - 4.12. Employees of Camden County public, private and parochial K-12 schools must present ID that is required in section 2, above, and documentation confirming their employment. Acceptable documents include, but are not limited to, a current pay stub from the school system or contract with the school district.
  - 4.13. Homeschoolers who reside in Camden County must present documentation confirming their status. Documents include, but are not limited to, a copy of the letter sent to the superintendent of their school district, a Home School Legal Defense Association (HSLDA) card, a homeschool membership co-op card, a report card or other correspondence from an online school.
  - 4.14. K-12 students residing in non-member communities who are enrolled in member community schools must provide verification from the school or local board of education and/or supporting documentation. Documents include, but are not limited to, student ID, report card or tuition bill from the current school year.
  - 4.15. Rutgers Camden University staff and faculty must present current Rutgers-Camden ID or pay stub.
  - 4.16. Rutgers University students who reside in dormitories on the Camden campus must present a current dorm ID card in addition to an ID that has a permanent address.
5. Online Library Card Registration
- 5.1. Eligible users may register online for a Library card. On successful completion of the online registration, the applicant will be issued a digital account with immediate access to all Library services and catalog features requiring login. If a physical card is subsequently issued, the online application is processed by staff within 72 hours and the card is mailed to the borrower's residence.