Borrowing Policies

Revision Adopted by the Library Board of Trustees
December 5, 2024

Library Cards
All South Brunswick residents are eligible for a free library card. Resident library cards are valid for a period of three years.

Adults 18 and over must show identification and proof of residency. As proof of residency, the library will accept a valid driver's license, deed, lease, utility bill, or other official document. A post office box is not a valid proof of residency.

Juveniles 17 and younger must have permission of a parent or legal guardian to apply for a library card. A juvenile card allows children to check out all material from the library's collection. Parents or guardians are encouraged to supervise their children's reading and borrowing. A parent or guardian must be present at time of registration and have proof of residency in order to obtain a card for his/her child. Parents or legal guardians are responsible for all items checked out on a minor's card.

The Library also partners with public and private schools in South Brunswick to issue new cards to their students so they may have access to our print and digital collections.

South Brunswick residents, both adult and juvenile, may renew their library card in person or over the phone by confirming the information in the library's database. Residents do not need to provide documentation when renewing their library card.

Temporary South Brunswick residents may receive a library card if he/she can provide a letter from the property owner where he/she is residing or the manager of the hotel/residence inn indicating the length of stay. The library card's expiration date will reflect the duration of the stay.

South Brunswick Library cards can be used at any reciprocal library in New Jersey, however, lending library's rules apply to borrowing. Likewise, cardholders from participating libraries may borrow most items from the South Brunswick Library providing they are in possession of their library card and in good standing.

Individuals who work in South Brunswick but live in another municipality are entitled to a free library card valid only at the South Brunswick Public Library. This card is valid for one year and individuals must present proof of employment, i.e. paycheck stub, at time of registration and when the card is due for renewal. Teachers who are working in South Brunswick Township can use their "teacher" card at any consortium library. Proof of employment as a teacher in South Brunswick township must be presented at time of registration.

Students who attend school in South Brunswick but live in another municipality are eligible to receive a student card valid for one year. This card provides students full access to the South Brunswick Library only.

Non-residents may purchase a non-resident card for a fee of $75/year. This card allows access to all borrowing privileges at the South Brunswick Library and access to all programming.

To borrow material, a valid South Brunswick physical or digital library card must be presented at the time of check-out. There cannot be any lost items on the account or any replacement fees owed for damaged material. Reciprocal users must present a valid library card and be in good standing at their home libraries in order to borrow material at SBPL.

Library cards are issued at no charge. Lost cards should be reported to the Library immediately. Cardholders are responsible for all borrowing on an active account.

Confidentiality of Library Records
Library staff is not permitted to give information about an account to anyone but the cardholder. The New Jersey Confidentiality of Library Records Law provides that:

"Library records which contain the names or other personally identifying details regarding the users are confidential and shall not be disclosed except in the following circumstances:

1. The records are necessary for the proper operation of the library.
2. Disclosure is requested by the user, or
3. Disclosure is required pursuant to a subpoena issued by a court or court order

N.J.S.A. 18A:73-43.1

Based on legal opinion and guidance of the New Jersey Library Association, the South Brunswick Library will release records of minor children elementary school age and younger to parental units in deference to the Parental Access to Unemancipated Child's Records Act. The library card or other proof of family relationship must be presented.

Loan Periods
Loan periods vary according to the material. See below for information

DVDS 2 week
Magazines 1 week
New Books 2 or 3 weeks
Juvenile Holiday Books 2 weeks
All other books 3 weeks
Video Games 2 weeks
Connectivity Devices 2 weeks*

Digital Devices 2 weeks*
Kits 3 weeks

*To borrow digital or connectivity devices, you must be 18 years of age or older, reside in South Brunswick, and have a library card in good standing. Adults from outside of South Brunswick who have purchased a resident card may also borrow devices. Please refer to our Digital Connectivity and Device Policy on our website for more details.

Fees
All material in the Library can be borrowed free of charge.

Overdue Fines

South Brunswick Library does not charge late fees for overdue material borrowed from the main Library or the Mobile Branch.

Reciprocal borrowers with blocked cards from their home library due to lost or damaged items cannot use their card at SBPL.

Damaged/Lost Items:
Patrons who lose or damage an item must pay for the replacement cost of the item. If the cost is not listed or the item is no longer in print, the patron must pay the default price listed on the schedule of default prices.

Patrons who wish to provide a replacement copy of a book in lieu of payment may do so only with prior approval of the Department Head in charge of purchasing. Replacement copies must be the same or newer edition and brand new. Used books will not be accepted.

A person who fails to pay for a lost item will have his/her borrowing privileges suspended. Patron accounts with lost items totaling $100 or more may be sent to a collection agency. Patrons will receive two overdue notifications, a lost item notification, and a letter from the collection agency before being officially sent to collection. Patrons are responsible for paying the cost the library incurs for collection services.

Limit of Items Charged Out
There is no limit to the number of items a person may check out at any given time with the following exceptions:

Only three magazines of the same title
Only three nonfiction titles with the exact same call number
Only one kit per card

Renewals

Most items can be automatically renewed two times as long as there is not a hold placed on the item. Renewals may also be done in person, over the phone, or online via our webpage. When renewing over the phone the caller must provide a valid user ID. After the renewal limit is reached the item must remain in the library for 24 hours before the same person may borrow it again. Items borrowed from other libraries through a system hold may not necessarily automatically renew.

Items borrowed from outside the Library's consortium are not eligible for renewal.

South Brunswick cardholders are given priority for holds and renewals of South Brunswick items over cardholders from other towns.

Holds

South Brunswick patrons can place holds on most items in the library as well as some material from other libraries through a system hold or inter-library loan. This service is free of charge in most circumstances.

For the shipping of an interlibrary loan from out of state, a $4 charge may be billed to your account. Patrons will be contacted in advance for authorization of this $4 fee.

There is a limit of 50 holds per customer at a time for most items. Only two kits may be placed on hold at a time.

List of Default Prices

$35.00 for each adult hardcover book

$20.00 for each juvenile hardcover book

$9.00 for each paperback book?

$20 per DVD

$250.00 for each Chromebook.

$25 for connectivity device (hotspot)

$225 Samsung tablet

$26.00 Samsung tablet book cover

$12.00 Samsung fast charging wall charge with USB cable

$16.00 carrying case for 12-13” (thin sleeve with handles)

$50 for kits