

Caldwell Public Library Membership Policies

Confidentiality

As required under New Jersey Law (N.J.S.A. 18A:73-43.1 & 43.2), Caldwell Public Library records relating to an individual patron's use of the library and its resources shall be treated as confidential. Accordingly, these records may be consulted and used only by library staff in the course of carrying out library operations and will not be disclosed to others except upon the request or consent of the associated library patron. However, disclosure may be required pursuant to a subpoena, court order or other applicable law, in which case such disclosure will be made only by the Caldwell Public Library Director in consultation with the Counsel for the Borough of Caldwell and, to the extent permitted by law, only after giving advance notice to the patron.

Membership

The Resources of the Caldwell Public Library are available to the general public. However, only registered patrons may borrow library materials. Patrons must either have a Caldwell Library Card, valid library card with a ReBL sticker, or active card in good standing from another PALS Plus Library.

Caldwell Residents

A Caldwell Library card is free to all Caldwell residents. Patrons under the age of 18 must have a parent or guardian present when registering for a card.

To get a library card please bring proof of residency and photo ID to the library. A driver's license is the most common form of ID used. If you do not have a driver's license the following are acceptable forms of ID:

-School ID, work ID, state ID or passport

AND

-Official piece of mail with Caldwell address on it, such as a rental agreement, bank statement, utility statement or pay stub.

A resident card provides full access to all of our services. Borrowing services can be used in any of the [PALS Plus libraries](#). In addition, residents can request items from the [PALS Plus catalog](#).

Caldwell Business Owners and Non-residents employed in Caldwell – Courtesy Cards

Caldwell business owners and their employees are entitled to a free courtesy Caldwell Library Card if they reside in a municipality that is not part of the PALS Plus systems. Proof of employment in addition to photo ID is required. Courtesy Cards provide the same level of services as the Paid Standard Plan.

Out of Town Residents

Non-residents who are not employed in Caldwell may become members by purchasing a “Paid Card”. All paid non-resident cards must be renewed annually.

The cost of the **Out of Town Standard Membership** is:

\$75 – household, up to two cards; \$25 for additional family members

Provides:

- Check out any item from the Caldwell Library
- Request fulfillment through JerseyCat
- Access to downloadable materials through Libby, Kanopy, Hoopla, NewsBank/Digital Star Ledger, digital New York Times, and any other digital services added.
- 50% reimbursement for Essex Fells and North Caldwell residents (not to exceed \$75/household).

Or

\$125 for the **Out of Town Plus membership** – household, up to two cards; \$25 for additional family members

Which provide includes the same services at the previous level, but includes ReBL walk-in services to participating Essex County libraries. A list of participating ReBL libraries can be found here: <https://www.caldwellpl.org/updates>

To get a Paid Card, you must bring the following to the library:

- A photo ID
- Payment: Check, cash, or credit card (\$3 processing fee added for credit cards)

West Caldwell Students

West Caldwell students (K – 12th grade) can receive an annual Courtesy Card at no charge. Parents need to be present when registering for a card and bring their photo ID with address.

Borrowing Privileges

Cardholders are responsible for all items borrowed on their cards. Cardholders MUST present their library card to access services and obtain materials from other PALS Plus libraries as well as other cooperating libraries to avail themselves of REBL or Open Borrowing privileges. In addition, Caldwell residents must register at their “Home Library” - the Caldwell Public Library – to use the PALS Plus, ReBL or Open Borrowing systems.

Patrons are responsible for notifying the library of any change of name, address, phone number, email or place of employment.

Responsibility for reading, listening, and viewing by minors rests with their parents or local guardians. The Library recognizes this right, and does not act in loco parentis.

Lost and Forgotten Cards

Library users must present a valid Caldwell Public Library to check out all library materials. If a Caldwell Library cardholder forgets to bring their card to the library, they may show proper photo identification to the library staff. If the staff can verify the validity of the card on the computer system, check out is permitted.

Library users who have lost their Caldwell Public Library Card may apply for a new one by providing valid identification at no cost. The old one will be invalid and deleted from the system.

ReBL

“ReBL” is an acronym for Reciprocal Borrowing and Lending. All Caldwell residents can get a yearly ReBL sticker on their library card, which provides access to borrowing from participating Essex County libraries. A list of participating ReBL libraries can be found here:

<https://www.caldwellpl.org/updates>

ReBL stickers are available to residents free of charge.

Paid, non-resident cards can be upgraded to a ReBL card for a total of \$125 for 2 cards/household (\$25 for each additional household card), which is on a January – December cycle and can not be pro-rated.

ReBL privileges are not available to Courtesy Card holders.

ReBL cards are valid for one calendar year and must be renewed annually.

Open Borrowing

Caldwell residents with a valid Caldwell Public Library card and the proper sticker are entitled to all “Open Borrowing” privileges. “Open Borrowing” is a reciprocal borrowing program for walk-in patrons established and funded by three of the major library cooperatives located in Northern New Jersey – MAIN, PALS Plus, LMXAC. Caldwell taxpayers wishing to take advantage of this program must have a valid Caldwell Public Library card and be in good standing and have a green “Open Borrowing” sticker affixed to the Library Card. (For a list of all libraries participating, refer to <http://www.openborrowing.org>).

Adopted by the Caldwell Public Library Board of Trustees on March 15, 2023