

FREE NON-RESIDENT LIBRARY CARD POLICY

FOLLOWING ARE THE CATEGORIES FOR ISSUING A FREE NON-RESIDENT LIBRARY CARD:

1. Non-resident owners of property in Haddonfield. Where there are multiple owners, for each applicant, proof of ownership of Haddonfield property must be provided and the provided proof must list all applicants' names.
2. Non-resident proprietors of businesses who rent property in Haddonfield. (Includes doctors, lawyers, etc., who rent offices). Name and address of Haddonfield business will be recorded on the master account application as an alternative address. Where there are multiple owners, for each applicant, proof of ownership of Haddonfield business must be provided and the provided proof must list all applicants' names.
3. Non-resident manager of business in Haddonfield and full-time employees. The name and address of the Business will be recorded on the application as an alternative address. Free cards WILL NOT be issued to non-resident employees' or managers' family. Applicant must supply proof of manager or full-time status (ex. letter from employer or business owner).
4. Non-resident full-time Nannies/Au Pairs/Caregivers. The name and address of the Haddonfield family/resident applicant works will be recorded on the application as an alternative address. Free cards WILL NOT be issued to applicant's family members. Applicant must supply proof of full-time employment status (ex. letter from employing family/resident).
5. Non-resident teachers in Haddonfield schools - Includes all private and public schools, Haddonfield Child Care employees and teacher's aides. Free cards WILL NOT be issued to applicant's family members. Substitute teachers are not eligible for free cards. Name of school and address will be recorded on the application as an alternative address. Annual expiration date will be September 30 of the following school year.
6. Bancroft students who live on the Haddonfield campus or in a Bancroft Group Home (both in and out of Haddonfield) are given free non-resident cards with an expiration date of September 30 of the following year. Students who do NOT live at Bancroft School or in a Bancroft Group Home are not entitled to free cards. Applications must be signed by authorized staff member.
7. Non-resident Borough employees (excluding seasonal temporary workers) including School Board employees (public schools only). Employer and address will be recorded on the application as an alternative address. Applicant must provide proof of current employment. In lieu of such proof, the card will be mailed to applicant at the Borough location of employment.
8. Non-resident members of ministerial or educational staff of Haddonfield churches. (Example: Director of Religious Education, Choir Master, Parish Visitor.) Employer and address will be recorded on the application as an alternative address. Applicant must show proof of status meeting church categories noted above.

9. Non-resident Tuition Students - Public and Private school tuition students will be given a non-resident student card with an expiration date of September 30 of the following year. School/Class lists can be used for verification of enrollment. If applicant's name is not on available lists, the Library will allow the student to take out 1 book and the card will be mailed to the applicant's school.
10. TEMPORARY HADDONFIELD RESIDENTS - Anyone living in a Haddonfield home temporarily is entitled to a free card, for the duration (not to exceed 1 year) of their stay. The name of family they are living with will be recorded on the application in alternate address section. Applicant should have mail addressed to them at the Haddonfield address with current date or come to the library with an adult from the household they are living with to verify their status.
11. Volunteers serving on the Haddonfield Friends of the Library Executive Board. Applicant must supply proof of active status on the HFOL Executive Board.

Adopted by the Haddonfield Library Board of Trustees on February 28, 2017