



245 Lake Street  
Upper Saddle River  
New Jersey 07458  
Telephone: 201-327-2583  
Facsimile: 201-327-3966

# New Policies Approved

by the Upper Saddle River Library Board of Trustees  
4-19-06

## **Caregiver Library Cards**

An adult family member must verify in person that the Caregiver works for the family. They must sign permission on the back of the Caregiver registration card in person only. Cards may not be taken home to be signed. The family is responsible for all materials checked out by the Caregiver, that includes overdue fines and lost material. The family must notify the library when the Caregiver is no longer employed by them. The family will be held responsible for all materials until written notification to rescind the library card has been received by the family.

## **Email Loan Requests**

3 email loan requests per day per family are allowed on library materials except media which can be requested at 3 per day not to exceed 10 per week.

## **Meeting Room Fees**

Meeting Room Fees will remain the same. All groups will be charged the approved fees for use of the meeting room. There are no exceptions.