

# SPECIAL LIBRARY CARDS POLICY

## Visitors

A special library card may be issued to individuals 18 years of age or older whose permanent residence is outside of Waukesha County and who are visiting the Pewaukee area for at least a three week period.

Visitors under the age of 18 may also receive a special library card but will need to have a parent or custodial guardian with them who has a valid Waukesha County Library or CAFÉ card. All items checked out on a minor's special library card will be the responsibility of the parent/custodial guardian.

A postcard will be mailed to the applicant to verify temporary residence. The applicant should bring the postcard to the library to receive his/her special library card. Adult applicants must have a valid driver's license with current address listed.

Visitors with special library cards will be allowed to have five (5) items checked out at any one time. The expiration date for the card will be set to three days following the visitor's planned departure date. Circulation periods, replacement costs, and fines will be the same as for a regular library card holder.

## Teachers

Teachers who reside outside of Waukesha County and are employed by any school in the City or Village of Pewaukee, which is primarily serving children of City and Village of Pewaukee taxpayers, are eligible for a special library card. A letter requesting a library card and stating that the teacher is currently employed must be provided by the teacher's school principal on business letterhead.

Special library cards issued to Pewaukee teachers who are non-Waukesha County residents are valid through the end of the current school year. Cards may be renewed by providing a new letter from the school principal at the beginning of the school year. Circulation periods, replacement costs and fines will be the same as for a regular library card holder.

## College Students

College students who are residing temporarily in Waukesha County are eligible for a special library card. Students will need to have with them their current school ID card and a piece of mail dated within the last week with their local address. If a student applicant does not have a piece of mail with their local address a postcard can be mailed to them to verify their address. Special library cards issued to students are valid for one year. Circulation periods, replacement costs and fines will be the same as for a regular library card holder. Students residing at a permanent address outside Waukesha County do not qualify for a card based on attendance at a local college.

Business Owners

Business owners who reside outside of Waukesha County and own or rent space within the City or Village of Pewaukee are eligible for a special library card.

A valid driver’s license with current address and a business card or piece of mail addressed to the applicant are required at the time of registration.

Library cards issued to Pewaukee Business owners residing outside of Waukesha County are valid for one year and are renewable. Circulation periods, replacement costs and fines will be the same as for a regular library card holder.

Nursing Homes

Nursing homes located in the City or Village of Pewaukee may apply for a group library card, which will be retained at the Library. The owner or Administrator of the nursing home will provide a list of authorized personnel from the nursing home who are eligible to check out materials. This list should be on business letterhead. All materials checked out on the nursing home’s library card are the responsibility of the nursing home.

A group card issued to nursing homes is valid for one year. A group library card may be renewed by providing an updated list of personnel from the nursing home.

It is the responsibility of the nursing home to notify the library as soon as possible if an employee is no longer authorized to check out materials on the nursing home’s library card.

Circulation periods, replacement costs and fines will be the same as for a regular library card holder.

Day Care Centers

Day care facilities located in the City or Village of Pewaukee may apply for a group library card, which will be retained at the Library. The owner or Administrator of the day care facility will provide a list of authorized personnel from the day care center who are eligible to check out materials. This list should be on business letterhead. All materials checked out on the day care facility’s library card are the responsibility of the day care facility.

A group card issued to a day care center is valid for one year. A group library card may be renewed by providing an updated list of personnel from the day care facility.

It is the responsibility of the day care facility to notify the library as soon as possible if an employee is no longer authorized to check out materials on the day care facility’s library card.

Circulation periods, replacement costs and fines will be the same as for a regular library card holder.



Adopted by the Pewaukee Public Library Board of Trustees: August 19, 2009  
Dawn Jones, Library Board President