

LIBRARY CARD REGISTRATION

Any resident of the State of Wisconsin (except for Milwaukee County residents) who currently does not have a library card in any Waukesha County Library may apply for a library card at the Pewaukee Public Library. The Pewaukee Public Library will honor library cards from any Waukesha County public library.

To register for a library card, the applicant must show proof of current address along with a photo ID. A driver's license fulfills both the photo ID and proof of current address requirement. If an applicant's driver's license does not have the current address or if the applicant does not have a driver's license he/she may use a school or state ID along with a utility bill for his/her current residence. All applicants agree to abide by the rules of the library and must assume financial responsibility for all materials borrowed from the library.

Patrons are required to have their physical library card with them when checking out materials. Staff will allow the use of a photo ID (such as a Driver's License) in lieu of the actual library card one time per year per patron.

The library guarantees your right to privacy and will not disclose circulation or registration records except by court order. The library reserves the right to disclose circulation and registration records necessary for the purpose of debt collection or materials recovery. Please see the library's *Privacy of Library Records and Library Use* policy for further information.

Children under 18 must have their parent or custodial guardian's signature to obtain a library card. Items checked out on a minor's card are the responsibility of the parent or custodial guardian. In compliance with 2003 Wisconsin Act 207, any custodial parent or guardian of a child under 16 requesting library records of items currently checked out, due dates for those items, overdue items, and any fines owed will be supplied (see *the Privacy of Library Records and Library Use* policy for further information). To protect the safety of the child, the library will request proof from the parent that they are the custodial parent of the child. This may be the child's library card or satisfactory ID with the same address as the child.

Adopted by the Pewaukee Public Library Board of Trustees: April 21, 2005;
Dennis Sampson, Library Board President

Revision adopted by the Pewaukee Public Library Board of Trustees: July 11, 2007;
Sally Ruf, Library Board President

Revision adopted by the Pewaukee Public Library Board of Trustees: July 15, 2009
Dawn Jones, Library Board President

Revision adopted by the Pewaukee Public Library Board of Trustees: November 17, 2010;
Dawn Jones, Library Board President

Revision adopted by the Pewaukee Public Library Board of Trustees: September 17, 2014;
Laura Muchowski, Library Board President