

# LIBRARY CARD POLICY

## PURPOSE

The Pewaukee Public Library primarily serves the residents of the Village and City of Pewaukee. As a member of the Bridges Library System, the Pewaukee Public Library also provides services to the residents of Waukesha and Jefferson County. The Bridges Library System is comprised of 24-member libraries and all member libraries issue the CAFÉ library card.

## ELIGIBILITY

Any resident of the State of Wisconsin (except for Milwaukee County residents) who currently does not have a CAFÉ library card may apply for a free library card at the Pewaukee Public Library. Children must be age 4 to obtain a card. The Pewaukee Public Library will honor all CAFÉ library cards.

## REGISTRATION

### *Adult (age 18+)*

In person registration is required to receive a library card. To register, the applicant must show proof of current address along with a photo ID. A Wisconsin ID/DL fulfills both the photo ID and proof of current address requirement. If an applicant's Wisconsin ID/DL does not have the current address or if the applicant does not have a Wisconsin ID/DL, he/she may use a school or government issued photo ID along with one of the following items bearing his/her current address in print or electronic format:

- Property tax bill
- Rental lease agreement
- Utility bill dated within the last 30 days
- Financial account statement dated within the last 30 days
- Mail post marked within the last 30 days that is not "junk mail" and is not a window envelope
- Checkbook with preprinted personal checks
- Vehicle registration from the current year
- Current insurance card
- Current report card or class schedule

### *Minor (Age 4 - 17)*

The guardian and the minor must be present at the library for a minor to receive a library card. Because the guardian is responsible for the items checked out on the minor's library card, the guardian must obtain or hold a CAFÉ library card before a library card will be issued to the minor. If a guardian's card is blocked because of outstanding unreturned material, the material must be returned or the replacement cost paid before the minor is issued a card. Once the guardian's card is verified, a library card will be issued to the minor. The minor's card will be linked to the guardian's card.

## TEMPORARY ONLINE REGISTRATION

Applicants may also apply for a temporary online card. Applicants 13 or older can fill out an online application and obtain a temporary barcode which will allow a patron to:

- Checkout up to 10 OverDrive items (e-resources).
- Checkout up to 4 Hoopla items (e-resources).
- Place a hold on up to 10 OverDrive items.
- Place a hold on up to two library items.

The temporary card is valid for 30 days. In person registration must be completed to convert a temporary card to a permanent card.

## CHANGE OF ADDRESS

It is the cardholder/guardian's responsibility to let the library know when their mailing address, telephone number or email address has changed. If a cardholder/guardian does not receive a library notice because they have not notified the library of the change in contact information, they will be held responsible for any resulting fines or bills.

## LIABILITY

The library card must be signed by the adult cardholder or guardian. By signing the library card, the cardholder or guardian agrees to comply with all policies and procedures authorized by the Boards of Trustees of CAFÉ member libraries. The cardholder or guardian agrees to pay fines for items returned overdue and to pay replacement charges for materials lost, damaged or stolen. This card remains the property of the issuing library and a replacement fee for lost cards will be charged. In case this card is lost or stolen, notify the issuing library immediately, otherwise cardholder or guardian is responsible for any unauthorized use.

## CHECK OUT

Cardholders are required to have their library card in print or digital format (the barcode must be scannable) 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.

## EXPIRATION AND RENEWAL

CAFÉ cards expire 18 months from date of issue. Library cards may be renewed in person or over the telephone. The cardholder will be required to verbally provide his/her registration information for verification.

Upon a minor reaching the age of 18, the minor's card will automatically expire. All fines and/or fees due and owed at the time of expiration will be transferred to the guardian's account.

## INACTIVE CARDS

To ensure the accuracy and integrity of the database, the Pewaukee Public Library is responsible for managing the library card registrations for residents of the Village and City of Pewaukee and any True Non-Resident (TNR) cards that are issued at the Pewaukee Public

Library. Library cards for these cardholders that have been expired for three years and have under \$20 in fines only will be deleted from the database.

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Adopted by the Pewaukee Public Library Board of Trustees: April 15, 2020; Leslie Miller, Library Board President

*(This policy supersedes Library Card Registration Policy revised July 18, 2018)*