

Mobile Library Policy

The Pewaukee Public Library [Library] will maintain a mobile library program that serves senior living facilities located in the Village or the City of Pewaukee. Before a facility begins receiving mobile library services, an authorized representative from the facility must sign the Library's Mobile Library Agreement. If at any time the Library's budget, plans or staffing change, the Library reserves, in its sole discretion, the right to discontinue, increase or decrease services.

Because the staffing and needs of various facilities differ from one another, some terms of service (excluding those in this policy) may vary. Library staff will arrange terms of service with each facility. All terms are subject to the approval of the Library Director and will be followed faithfully by the Library and the facility.

This policy is limited to senior living facilities and varies from the Borrowing Library Materials Policy that would otherwise be applicable to checked out materials.

Delivery & Pickup of Materials

- Library staff will visit the facility and will provide materials for checkout, collect returned materials, accept requests for materials, register new patrons for library cards, update/renew expired library cards, and will provide instruction on the checkout of electronic materials as needed.
- Library staff will bring a mobile library collection of Pewaukee owned items only for browsing and checkout.

Ordering Materials

- If a mobile library patron would like a specific or high demand item, they may place a hold. When a mobile library patron's hold becomes available, Library staff will deliver it at the next scheduled delivery date.
- Mobile library patrons may not request items from outside the CAFÉ Library system (interlibrary loan items).

Loan Periods & Fines

- Overdue fines are waived for mobile library patrons.
- Checkout periods will correspond to the mobile library schedule.
- Mobile library patrons are responsible for all items checked out on their card and will be charged the standard fee for any lost or damaged item, after the expiration of a reasonable overdue period, the length of such overdue period to be determined by the Library, in its sole discretion.
- If a mobile library patron has an overdue item or a lost or damaged item on their account, they will not be permitted to check out any materials until their account is back in good standing, either by returning the item or paying the replacement fee.
- While the Library will not charge overdue fees, mobile library patrons are expected to return their materials on time, based on the mobile library schedule.
- The Library may limit the number or type of materials available for checkout via the mobile library.