

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.

Milwaukee County residents may apply for a Pewaukee CAFÉ fee card. The cost of the fee card is a one-time fee of \$25.00. This fee will be waived for Milwaukee County residents who work for the Pewaukee School District with proof of employment. Fee cards may be used to check out materials at any library in the Bridges Library System. Fee cards may be restricted in their use for checkout of digital materials.

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.

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).
- Place a hold on up to 10 Overdrive items.
- Place a hold on up to two library items.

Online registration is valid for 30 days. In person registration must be completed to convert an online registration to a regular library 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. The cardholder will need to visit the Library to upgrade their card to an adult card. All charges will be deleted to allow for the individual to have a fresh start as an adult.

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, non-resident cards and fee cards where Pewaukee is the chosen “Registered at” location for their CAFÉ library card. Library cards that have been expired for over three years and have under \$100 in fines only will be deleted from the database. All library cards that have been expired for over seven years will be deleted from the database.

TEMPORARY LIBRARY CARD

Temporary cards may be issued to individuals 18 years of age or older who reside out of state and are temporarily living in the Pewaukee area or new residents that have not obtained local proof of address. The individual will be required to show a valid picture ID with an out of state address and they will be required to provide their temporary/new local address. Individuals will be allowed to have three (3) items checked out at any time from the Pewaukee Public Library. The card may not be used to check out digital materials or items from the Library of Things [LoTs] collection. The card will be good for three months and is eligible for renewal or upgrade to a regular library card.

*Adopted by the Board of Trustees, April 15: 2020; Leslie Miller, Library Board President
Revised by the Board of Trustees: September 20, 2023; September 18, 2024*