

# Checkout Policy

Free library cards will be issued to persons age five and older who are residents or property owners in the State of Wisconsin. Applicants will need to show proof of residency. A state ID, such as a driver's license, is most commonly used, however a property tax statement, a lease, a paycheck stub issued within 90 days, or a utility bill dated within 90 days are also qualifying documents. All cards expire one year from date of issue, and will be renewed on an annual basis.

## Temporary cards

If the applicant does not have the aforementioned documents in which to verify their address, a library card can be issued that allows only two items checked out on the account at a time. This exception would apply to customers with valid identification without the correct address. In these situations, library staff will put a note in the cardholders account until the missing information is provided.

## Cardholder responsibilities

Library cards are mandatory when using the self-checkout system and the public computers. Staff will require verification of your identity to retrieve account information if cards are forgotten. Library cardholders are responsible for notifying the library if any information given has changed (examples: name, address, phone number) or if a card is lost or stolen. Cards can be replaced for a nominal fee. Inactive cards will be periodically purged from the database. Items borrowed from other libraries within the IFLS Library System are subject to the other libraries' billing policies.

## Non-Wisconsin residents

Out-of-state applicants will be charged \$25/per year for each individual library card.

## Children

Library-users age 5-17 need to have a responsible party, over the age of 18 register them for a card that agrees to be responsible for charges on that child's card and acknowledge that it is their responsibility, not the library's, to monitor and approve the child's choice of library materials and/or other information resources, including internet use.

## Length of loans

See additional policies for specifics on borrowing a laptop or hotspot.

- 21-DAY Items:
  - Books | Audiobooks | Music CDs | Kits
- 14-DAY Items:
  - Multiple Disc DVDs | Mobile Hotspots
- 7-DAY Items:
  - DVDs | Video Games | Magazines | \* Lucky Day Books
- 3-DAY Items:
  - \* Lucky Day DVDs

**Lost and Damaged Items:** A notice is sent after the material is due. If the material is not returned within 21 days, a bill will be sent for the cost of replacing the material. Once payment is made for lost materials, the material will belong to the patron and the library will not refund payment. Library-users owing \$10+ for lost or damaged items will lose cardholder privileges.

**\* Lucky Day Items:** These items are not eligible for holds, renewals and they do not circulate to library-users at other libraries. In order to keep Lucky Day Items circulating quickly, a fine of \$1/day will be charged on Lucky Day Books and Lucky Day DVDs that are past their due date.