

Library Card Registration Policy

A library card is required for checking out library materials, placing reserves, and requesting interlibrary loan services. The cardholder or legal guardian is responsible for all materials or services received using the card. Failure to abide by Library rules and regulations may result in fines, fees, and/or suspension of library card privileges.

ELIGIBILITY

Residents of the Community Library Service Area

Any person residing in the Town of Randall and the Villages of Paddock Lake, Salem Lakes and Twin Lakes who have not abused library privileges, will be eligible to receive a library card.

Residents of Kenosha County outside the Community Library Service Area

Community Library has contracted with the Kenosha County Library System to issue library cards free of charge to county property owners and those living outside the Community Library limits who have not abused library privileges. These cards are valid as long as there is a contract between the Kenosha County Library System and Community Library providing for open access for county residents.

Residents of Kenosha County within the Kenosha Public Library Service Area

Community Library has contracted with the Kenosha County Library System to issue Kenosha Public Library cards free of charge to city property owners and those city residents living outside the county limits who reside within the Kenosha Public Library service area and who have not abused library privileges. These cards are valid as long as there is a contract between the Kenosha County Library System and Community Library providing for open access for county residents.

Residents of other Wisconsin Library Systems Except Milwaukee County Federated Library System.

Through reciprocal borrowing agreements with all library systems in Wisconsin, Community Library will honor valid library cards issued to residents of all Wisconsin library systems except the Milwaukee County Federated Library System. Residents of Lakeshores Library System and Arrowhead Library System who have not yet registered with their home library may be issued a Community Library card with proper identification and proof of address.

Residents in Temporary or Transitional Housing

Individuals who reside in temporary or transitional housing within Kenosha County are eligible for a library card after presenting a letter on official letterhead from the housing manager verifying the individual's residence at that facility, or from their regular place of worship or other social service or educational agency, verifying their identity and temporary address. These accounts allow a limited checkout of 1 item.

Non-Resident Cards

Individuals who reside outside contracting counties or participating library systems may purchase non-resident cards. The annual fee for a non-resident card is stated in the *Community Library Fines and Fees Policy*.

Institutional Cards

Institutions located in Kenosha County may apply for an institutional library card. These cards carry the same responsibilities and borrowing privileges as individual cards.

Institution Card Requirements & Restrictions

- Each Institution may apply for a card. Each card will have a unique number. An Administrator's signature is required on the application.
- Verification of institution status must be provided (Employee ID/Badge and/or pay stub from institution).
- Immediately inform the Library if the card is lost or stolen.
- Institution Cards not used for 2 years will be removed from the Library's records and will no longer be valid.

Teacher Cards

Teachers employed by public or private preschools or K-12 educational institutions within Kenosha County may apply for a Teacher Card with longer checkout privileges and exemption from extended use fees.

REGISTRATION AND BORROWING PRIVILEGES

The library participates in the SHARE automation network and works cooperatively with other SHARE libraries in Kenosha, Racine, Walworth, and Rock counties to maintain borrowers' records and lend materials. Library patrons of any SHARE library enjoy lending privileges at the Community Library by presenting their home library card.

Library staff will require those applying for new library cards or replacing lost cards to present documentation sufficient to establish their identity and place of residence. There shall be no charge for issuing a first card on new accounts. Replacement cards are \$1.00. All library cards are valid for 2 years from the date of issue and can be renewed at no charge. Patrons will be asked to verify address prior to account renewal.

Patrons applying for library cards agree to accept responsibility for library materials borrowed with the library card until they report the card lost or stolen. Patrons agree to pay extended use fees for materials returned to the library after their due date unless those materials are exempt from extended use fees, and to reimburse the library for materials that are lost, damaged or stolen.

Children under the age of 9 must be accompanied by a parent or legal guardian who will present documentation sufficient to establish their identity and place of residence and sign the application form for their minor child in order for the child's account to enjoy full privileges.

Children 9 years or older may receive a library card without parental consent that allows a limited checkout of 1 item. Parents will be notified by mail that their children have received a library card, which may be upgraded to full privileges with a parent's signature.

Children ages 14-17 who are not accompanied by a parent or legal guardian must provide a school ID along with the parent/guardian signed application in order to receive a library card. First time checkout will be limited to three items. If the resident does not have a school ID, then the parent/guardian must be present in order to receive a library card.

- Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- Each family shall have the right and responsibility of setting standards for their own children; standards applied to their child shall not be imposed on anyone else's child.
- Under Wisconsin Statute 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24(4). Examples of such proof include possession of the child's library card number, a valid library card or government issued photo ID showing the same address as the child, or any other set of documents that demonstrate to library staff satisfaction that the requester is the custodial parent or guardian of the child whose records have been requested. Requestors who are denied access may appeal the decision to the Library Director or the Library Board.

A library card or photo ID will be required to check out materials at the Community Library.

Library staff may deny borrowing privileges to cardholders:

- not presenting their card or other identification
- with an account that is not in good standing due to fees which surpasses the designated fees and/or unreturned material threshold of \$10.00.

LOST OR STOLEN CARDS

A person who loses his/her library card or has it stolen must notify the library of the loss as soon as possible. He/she is responsible for any materials checked out prior to notifying the library. To replace a lost or stolen card, library staff will require documentation sufficient to establish the patron's identity and place of residence. A replacement card will be provided for a \$1.00 fee.

Individuals who are unable to provide a Driver's License or State ID with the current mailing address are eligible to receive a temporary library card. These accounts allow a limited checkout of one item at a time and will expire after three months until the missing information is provided.

Registered library users are responsible for informing the library of any name, address or status changes. If name, address or status is incorrect, patrons are allowed a one-time checkout; however the card may not be used at subsequent visits until proper verification has been presented.

Renewals of library cards are possible so long as patrons remain eligible. Patrons not using their card within 2 years of the expiration date will have their registrations purged and will have to reapply.

A library card is issued to a specific person and is not transferable. Card holders are responsible for notifying the library if their card is lost or stolen or if there is a change of address or phone number. Only one card will be issued to each individual.

Community Library employees not residing in Kenosha County will be issued a Community Library Card.

Library cards remain the property of the Community Library.

BORROWER RESPONSIBILITY

Patrons applying for a library card will sign the card which states:

"Present this card each time you check out materials. Report loss of this card immediately to library. A fee will be charged for replacement of lost or damaged cards. Inform library of change of address. Cardholder is responsible for any loss, damage, and overdue fines incurred on materials borrowed with this card. I agree to obey all library rules."

CONFIDENTIALITY OF LIBRARY RECORDS

In accordance with Wisconsin Statute 43.30 Public library records (1b), all circulation and other records which identify the names of library users, especially as they connect library users with material or services used, are confidential.

Library staff may request photo ID in order to determine whether the person requesting the records is the custodial parent or guardian. Library staff will accept any other set of documents that demonstrates to their satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested.

Information regarding library records will be provided over the phone only when a library barcode number is provided.

Any records regarding patrons' use of library services shall not be made available to any agency of federal, state, or local government, except pursuant to such process, order, or subpoena as may be relating to civil, criminal, or administrative discovery procedures or legislative investigative power.