

Library Patron Policy

Eligibility:

- o Any person, six years of age or older, or in kindergarten, and residing in Wisconsin may register for a library card free of charge.
- o Teacher card: Any educator may obtain a teacher card at the library. Teacher cards are specifically for classroom materials. The holder of the card will be responsible for lost materials.
- o Out of state residents: Residents out-of-state may pay for a 6 month fee of \$10 for access only to the Prairie du Chien Library or \$20 for an annual fee for access only to the Prairie du Chien Memorial Library. For access to the SWLS libraries the annual fee would be \$120.
- o Minor children: Applicants under 16 must have a parent or guardian sign application form.
- o Linking patron cards: Library staff may link patron records together. This is a staff function only and is not considered a means by which patrons can pick up linked patrons materials or inquire about their account unless the absent party has filled out a consent form (this does not apply to parents/guardians and their dependents under the age of 16).

Registration Procedures:

- o Patrons must fill out an application to register for a new library card or to update their information a new form should be completed.
- o Proof of identity and current address are required in order to obtain a card. Forms of identification include but not limited to, a valid, non-expired driver's license or state ID.
- o Cards are valid for five years and then will expire 2 years after the expiration date, whereupon the patron will need to check with the library to update their personal information.
- o Replacement cards: If a patron loses his/her card, he/she should notify the library as soon as possible and request a replacement. There is no charge for replacement cards. ID will be required at the time of replacement.
- o Inactive cards: The library will conduct periodic purges of inactive library cards.

Patron Responsibility:

By becoming a library cardholder, the applicant agrees to the following:

- o Any library materials checked out are the cardholder's responsibility.
- o To promptly return all borrowed items by the due dates or pay overdue charges.
- o To pay any replacement costs assessed for lost, unreturned or damaged materials.

- o To not lend my card to others.
- o To promptly report any change in address.
- o To promptly report a lost or stolen card.
- o To obey the rules of behavior when visiting the library.
- o If signing a library card application for a juvenile, to accept responsibility for fines and charges on that child's card and acknowledge that it is their responsibility to monitor and approve my child's choice of library materials and/or other information resources.
- o To understand that failure to act responsibly may result in suspension of my library borrowing and use privileges, and that failure to pay library

Approved by the Library Board of Trustees on January 23, 2024