

Patron Registration and Library Card Use policy

Adopted by the Board of Trustees October 10, 2024

Purpose:

To allow the Brodhead Memorial Public Library to track the use and location of their materials. Library cards are issued according to these guidelines.

Definitions:

- A. **“Valid Library Card”** is defined as a library patron registration that has current residence and contact information and does not contain unresolved blocks such as charges of more than \$20.00.
- B. **“Blocks”** are defined as notations in a patron’s record that refer to overdue, lost or miscellaneous charges owed within the South Central Library System (SCLS). Blocks may also be placed on a library record due to incorrect address information or because a card has been reported lost.

Eligibility

- Legal residents of Wisconsin (except those residing in Milwaukee County) are eligible to apply and receive one free set of cards (wallet and key ring). Cards are valid for four years and are accepted at all SCLS member libraries and at libraries with reciprocal borrowing agreements with SCLS.
- Persons residing outside of the state of Wisconsin may purchase a library card for \$50.00 to use at the Brodhead Memorial Public Library. These cards are valid for one year and may be repurchased annually.
- Children who are less than sixteen years old must have an adult parent or guardian co-sign their library agreement.
- Library cards from any governmental jurisdiction included in South Central Library System may be used at any library within the System, as well as those in areas of the state of Wisconsin that have reciprocal agreements with SCLS.
- Only one card will be issued to each individual. Those who already have a library card with SCLS are eligible to update their card information.
- The fee to replace lost cards is \$1.00.

- City of Brodhead community organizations, city departments, and local businesses may be issued organizational borrowers' cards for use by authorized individuals when the organization needs to borrow library materials for organizational purposes. The head of the organization must supply acceptable identification for the organization and a list of authorized individuals. The organization, city department, or business assumes responsibility for any library materials checked out. It is the responsibility of the head of the organization to inform the library of staff changes.

Application Process

Adults who are eligible to apply (or serve as co-signers) may do so by completing the application, found at the circulation desk or on the library's website, and presenting valid documentation that indicates their name and current address.

Identification can include one of the following:

- Current driver's license or official state identification (ID) Card
- Current Passport
- Current Military ID with photo
- Current area school district ID with photo
- Social Security Card

Proof of Current Address (if not on above ID) Includes:

- Checkbook
- Mail at current address postmarked within 30 days;
- Current property tax bill, mortgage, or lease; or
- Current automobile registration or auto insurance card.

Library Patrons are responsible for notifying staff of any name, address, or telephone number changes.

Security:

Users may check out materials by presenting a valid library card at the Circulation Desk or self-checkout station, if their records do not contain blocks that prohibit them from doing so. Library users with library cards in good standing may check out without their cards if they can show valid photo ID.

Checkout privileges will be denied if a user's record contains unresolved blocks such as charges of more than \$20.00. For charges less than \$20.00, staff will encourage the user to pay what they owe as soon as possible. Library staff may place limitations upon or revoke a library card if the patron misuses the card or if incorrect registration information was supplied by the patron or for any other reason deemed appropriate.

A library card holder must give verbal or written permission to library staff for family members to pick up each other's holds. The names of family members that are authorized to pick up holds will be noted in that user's record.

Cardholders will be held responsible for items checked out with their cards regardless of who uses the card. It is the owner's responsibility to control the use of the card and report lost or stolen cards immediately.

Disclaimers:

- A duly registered user of the Library agrees to comply with the rules and regulations of the Library, which are adopted by the Board to assure fair use of available materials by all patrons.
- The Library is not responsible for problems created by misuse of patron cards.
- Payment plans are available for Library users who owe more than \$20.00.