

# WAUKESHA PUBLIC LIBRARY

**POLICY: LIBRARY CARD PROCEDURES**

Approved by Library Board: 6/11/15

Number: C-2

Page 1 of 1

A library card should be presented each time materials are borrowed. This ensures the integrity of library records and speeds up the checkout process.

The library will make an exception if a library customer presents picture ID which includes their date of birth.

## **Change of Address**

It is the customer's responsibility to let the library know when the customer changes their mailing address, telephone number or e-mail address so they may be contacted regarding information about their library account. A customer who does not receive a Library notice because they have not notified the library of a change of address, telephone number or e-mail address will be held responsible for any resulting fines or bills.

## **Lost and Stolen Library Cards**

See Policy C-8

## **Expired Cards**

To ensure the accuracy and integrity of the customer database, library cards expire every three years. All fines and fees must be paid in full to renew the card. See Policy C-1 and C-6.