

WAUKESHA PUBLIC LIBRARY

**POLICY: RESPONSIBILITY FOR MATERIALS CHECKED OUT ON
LOST/STOLEN CARD**

Approved by Library Board: 6/11/15

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At registration and card renewal customers will be required to read and agree to the following statement:

"The cardholder or legal guardian agrees to comply with all policies and procedures authorized by the Board of Trustees of CAFÉ member libraries. The cardholder or guardian agrees to pay fines for items returned overdue and to pay replacement charges for materials lost, damaged or stolen. This card remains the property of the issuing library and a replacement fee for lost cards will be charged. In case this card is lost or stolen, notify the issuing library immediately, otherwise cardholder or guardian is responsible for any unauthorized use."

If Library materials are checked out by someone not authorized to use the card in question, and the affected cardholder or legal guardian notifies the Library of the unauthorized use by phone, postal mail or in person within 30 days of receipt of the Library's first written notice that the materials are overdue, the maximum amount owed the Library for the unauthorized materials shall be \$50.

If the cardholder of a lost or stolen card or the cardholder's legal guardian contacts the library to report the loss or theft before the card is used, the card will be barred from further usage.

If the cardholder or the cardholder's legal guardian notifies the library of a lost or stolen card before the Library sends a 14 day overdue notice, any amount owed the Library for unauthorized materials checked out on the card will be waived.

If the cardholder or cardholder's legal guardian fails to receive an overdue notice because they failed to notify the library of a change of address, phone number or e-mail address, they will be held responsible for any resulting fines or bills as noted in this policy.

The filing of a theft report with the police department does not remove the customer's obligation to pay any accumulated replacement costs and fines as noted in this policy.