

## WAUKESHA PUBLIC LIBRARY

**POLICY: ELIGIBILITY FOR CARD**

Approved by Library Board: 8/10/17

Number: C-1

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As a member of the Bridges Library System, the Waukesha Public Library serves all residents and taxpayers of Waukesha and Jefferson Counties. There is no age or skill requirement for obtaining a library card.

A free library card will be issued to any resident of Waukesha or Jefferson County eighteen years of age or older who presents a picture ID and proof of current residency.

A free library card will be issued to any resident of Waukesha or Jefferson County under the age of eighteen who is accompanied by a parent or legal guardian presenting a picture ID and proof of current residency. The card must be signed in the presence of the parent or legal guardian.

The library also honors the valid borrowers' cards of any public library in a system that has a cooperative borrowing agreement with Bridges Library System, as well as those cards from libraries within Wisconsin public library systems, other than the Milwaukee County Federated Library System. To be eligible to check out materials from the Waukesha Public Library, a potential customer who resides outside of Waukesha or Jefferson County boundaries must present a library card from their local library and identification which proves current residency. All others pay an annual fee for a library card.

(See policy C-6).

Please note:

- If a parental library card is blocked solely due to accumulated unpaid fines, any minors in the household will be allowed to get a card.
- However, if a parent's card is blocked because of outstanding unreturned materials, the materials must be returned or the replacement cost paid before any minor in the household is issued a card.

College students who are residing temporarily in Waukesha or Jefferson County are eligible for a personal library card. Students residing at their permanent address outside Waukesha or Jefferson County do not qualify for a card based on attendance at a local college.

Individuals who temporarily reside in the library service area are eligible for a 90-day card, which is renewable one time. Holders of these cards are limited to 5 items on

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their card at one time. In order to acquire this 90-day library card and to prove temporary residency, the individual will be mailed a special postcard to their temporary address. This postcard must be brought to the library along with picture ID to receive a card.

Individuals who live temporarily in a group home residence or shelter must present picture ID and a note from the agency on official letterhead that confirms they reside there.

Teachers who do not meet the residency requirement, but are employed by the Waukesha School District, the University of Wisconsin - Waukesha, or the Waukesha County Technical College or any other school located in the City of Waukesha and primarily serving children of City of Waukesha taxpayers, may apply for a personal library card. Evidence of current employment must be shown. Teachers at schools other than these need to meet residential eligibility requirements or pay the annual fee.

Businesses (any business, professional service, or community agency, including private pre-schools) which own or rent space in Waukesha or Jefferson County may apply for cards for individual employees (regardless of place of residence) to use for normal business activities. Application must be made on business letterhead and signed by a responsible official. The businesses agree to be ultimately accountable for library materials and to keep the library informed of changes in employee status.

Regardless of residency, an individual may request an Internet Only library card that permits use of the library's internet stations but does not allow for the checkout of library materials.

Eligibility entitles an individual to apply for a Waukesha Public Library card. Library cards from other libraries may be used under the following conditions:

- the card is compatible with our automation system
- the card is registered at a Café member Library

To ensure the accuracy and integrity of the customer database, library cards expire every eighteen months. All fines and fees must be paid in full to renew the card.