

WAUKESHA PUBLIC LIBRARY

POLICY: **LIBRARY CARD PROCEDURES**

Approved by Library Board: 3/9/23

Number: C-2

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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

It is the customer's responsibility to let the library know if a card has been lost or is missing. If Library materials are checked out by someone not authorized to use the card in question, the affected cardholder or legal guardian must notify the Library of the unauthorized use.

Expired Cards

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. See Policy C-1 and C-6.