

WAUKESHA PUBLIC LIBRARY

POLICY: ELIGIBILITY FOR CARD

Approved by Library Board:11/9/23

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 by the parent or legal guardian and the minor receiving the card.

Students in schools or colleges in the city of Waukesha are eligible for a free library card, regardless of residence in Waukesha or Jefferson County.

The library also honors the valid borrowers' cards of any Wisconsin public library system 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 a non-resident 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.

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 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.

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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. Individuals living in a hotel or motel can bring a receipt showing the paid duration of their stay.

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, are eligible for a free 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 non-resident fee.

City of Waukesha and Waukesha County employees who do not meet the residency requirement are eligible for a free library card. Evidence of current employment must be shown.

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.

To ensure the accuracy and integrity of the customer database, library cards expire every eighteen months, unless otherwise specified. Total account charges must be under \$10 to renew the card.