



## **Registration – Eligible Borrowers**

- I.** Free library cards will be issued to persons of any age who are residents of the State of Wisconsin. It is the responsibility of the customer to keep the library informed of any change to their name, phone number, email or address.
- II. Reciprocal Borrowers**
  - a. Any MORE Consortium customer with a valid library card may borrow the Library's materials.
- III. Temporary Residents**
  - a. Transitory Residents
    - i. Transitory residents are persons not currently having a permanent address. Transitory residents must provide proof of current residential address.
  - b. Out of State Residents
    - i. Out of State temporary residents are persons whose permanent residence is outside the State of Wisconsin and who will be residing in Wisconsin less than six (6) months. These residents will be issued a library card for three (3) months at a time.
    - ii. Applicants must provide proof of a local residential address for their temporary residence.
    - iii. All other application procedures apply.
  - c. The maximum number of items allowed on a Temporary Resident's card at any time is two (2). This limit may be increased at the discretion of the Director. Temporary Residents may not check out any equipment, such as iPads, Chromebooks, Kits, or Interlibrary Loan.
  - d. Persons not meeting these requirements will be considered for a library card on a case-by-case basis.
- IV. Institutions**
  - a. Elementary and Secondary School libraries within the Village of Cadott
    - i. Private or parochial school/public school district must complete the application forms every five (5) years. To be valid the application must be signed by:
      1. The school principal for private and parochial schools.
      2. The school district Superintendent for public schools.
    - ii. The private or parochial school/public school district must agree to accept all financial responsibility for changes against the institution's card, including replacement cost for all lost or damaged materials.

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- iii. School library cards are covered by the same Library policies as individual cards, except that the person desiring to check out materials must have identification showing they are a staff member of the associated school. Additionally, staff members wishing to check out materials that will be used outside the classroom environment must use their personal library cards.
- b. Businesses in Chippewa County and Village of Cadott Departments
  - i. The owner or head of the business/heads of the Village of Cadott Departments must complete and sign the business card application yearly.
  - ii. By signing the application form, the business/department acknowledges that the sole purpose of a business card is to allow employees to check out items from the Library for business purposes and have the company take full responsibility for such use.
  - iii. The business/department agrees to accept all financial responsibility for the use of the card by its employees. This includes responsibility for any accrued fees, such as replacement or damage charges.
  - iv. Business/department library cards are covered by the same Library policies as individual cards, with the following exceptions:
    1. One (1) library card will be issued per business/department. The card's use is solely monitored by the business/department. The person desiring to check out must have the card in hand.
  - v. Proofs for getting a business library card:
    1. Name of the Business
    2. Chippewa County Business Address
    3. Name of the owner or head of the business
    4. One (1) of the following:
      - a. A current (annual) Wisconsin Seller's Permit with a Wisconsin seller's number
      - b. A copy of an official Employer Registration Certificate with a Wisconsin Employer Identification number
      - c. A current (annual) paid property tax receipt
      - d. A current lease agreement
    5. Any of the additional, following proofs may be submitted to connect the name of the owner or head of business with the name of the business if the mandatory proof does not exist.
      - a. An official certificate of incorporation or foundation.
      - b. An insurance bill for the business.
      - c. A signed letter from the owner/head of business on a company letterhead stating that they are that person and will take responsibility for a business library card.
    6. Proofs for getting a Village of Cadott Department Card.

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- a. A signed letter from the head of the department on letterhead stating that they are that person and will take responsibility for the library card.