

**Library Cards**

1. **Getting a Library Card**
	1. The patron must be present to sign and receive their Library card.
	2. If a patron is unable to sign their name, such as a minor, a caregiver may sign the card for them.
	3. To replace a lost or damaged card, a patron must show valid identification of their name and current address.
	4. Patrons with lost expired cards must show valid identification of their name and current address.
2. **Valid Identification to Obtain a Library Card**
	1. Persons 18 years and older may present one of the following types of identification that proves residency.
		1. Wisconsin Driver’s License (with current address)
		2. Wisconsin State ID
		Motor Vehicle Registration
		3. Copy of renter’s lease agreement, rent receipt, house title with address, or house property tax bill
		4. Proof of temporary housing (minimum of one week residency) e.g. hotel registration or signed organization letterhead letter.
		5. Paycheck, bank check, or savings account with current address
		6. Official government document with address and date, such as: medical/financial assistant, food stamp authorization letter, fishing or hunting license, post office change of address sticker, school report card, etc.
		7. Current bill with address such as: insurance, medical, credit card, school, cable, internet, utility, water, telephone, etc.
	2. The following types of identification are not acceptable.
		1. Personal letters (unless the envelope has a change of address sticker from the post office)
		2. Business card
		3. Service discharge card
		4. Athletic club membership card
		5. Any expired form of identification
	3. Any patron who cannot prove residency for reasons such as homelessness can speak with the library director and an exception may be made on a case-by-case basis.
	4. Patrons 16-17 years of age
		1. May prove residency themselves under the aforementioned guidelines, and obtain a card without a parent/guardian present.
	5. Patrons 15 years of age and under
		1. Must have a parent/guardian prove residency under the aforementioned guidelines, and must be present to sign the membership card agreement and obtain the library card.
	6. Sending Card Registration Forms Home
		1. Registration forms will be given to persons for completion at home when the patron prefers. A library card will be issued to the patron once they bring in their completed, signed registration form to the Library and show valid identification. Cards will only be mailed to homebound patrons.
	7. Patrons in Facilities
		1. A letter from the facility will be accepted as proof of address for patrons who reside in Chippewa County “group homes”, “halfway houses”, or detention centers. The letter must…
			1. Have a current date
			2. Be on the facility’s letterhead
			3. State that the patron is currently residing at that facility and for how long (if known)
			4. Have the patron’s permanent address and phone number (if applicable)
			5. Have the name and signature of the facility’s director. The responsible facility guardian must sign the library card registration form, if the patron is under the age of 16.
		2. Patrons who reside in facilities will be exempt from Fines at the Cadott Community Library. The library may invoke limits on the number of checked out materials a facilitated patron may check out at one time.
3. **Cost of a Library Card**
	1. For a new card, the card is free of charge
	2. Patrons may receive 1 free replacement card, per year.
	3. For additional replacement cards, the fee will be $1.00
4. **Checking Out if a Patron Forgot Their Library Card**
	1. Patrons who forget their Library card may still check out if they identify themselves to Library staff and verify their information with the Library record on the computer database. Library Staff may also request a valid form of identification.
5. **Using other Patron’s Cards**
	1. Patrons must use their own Library card to check out materials.
	2. The only exceptions are:
		1. Parents may check out items on their children’s cards without the children being present, except for when the parents have charges or overdue items in excess of $10.00 on their own card.
		2. Patrons who are sent by the cardholder in their place, may check out items, including those placed on hold, provided they are in physical possession of the Library card. If the absent cardholder has charges or overdue items in excess of $10.00 on their card, materials may not be checked out.
6. **Library Card Expiration**
	1. Every patron will be required to verbally validate and update their current address and phone annually. Accounts of patrons who have not re-validated their personal information will be automatically suspended until verification is complete.
		1. Temporary residents may have to re-validate their card more often to maintain accurate information.
	2. A Library card may be deleted from the computer database when it has not been re-validated for three (3) consecutive years. If a card is deleted, a new card will be issued after a patron shows valid identification and fills out a registration form.
7. **Library Card Responsibility**
	1. The patron whose name appears on the library card is responsible for all materials checked out and on that card. Adults who sign the registration form for minors are responsible for materials checked out on the minor’s card.
	2. It is the responsibility of the patron to notify the Library in the event their card has been lost or stolen. All materials checked out prior to the notification date are still the responsibility of the patron.

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