



# Wauwatosa Public Library Circulation Policy

## Library Card Eligibility, Renewal, and Usage:

### Eligibility for a Library Card

As a member of the Milwaukee County Federated Library System (MCFLS), the Wauwatosa Public Library serves all eligible residents of Milwaukee County. Library cards are available in person at any MCFLS member library and are valid for 2 years. Out-of-county residents, please see “Out-of-County Residents” section.

### Milwaukee County Residents

#### Adults – 16 and older

Bring valid Wisconsin ID or Driver’s License with current Milwaukee County address or:  
Must show two forms of ID – one from each column.

#### *Proof of Legal Name:*

- Valid Driver’s License or State ID
- Current Student Picture ID
- Current Military ID
- Valid WI fishing or hunting license
- Passport
- Birth Certificate
- Signed Social Security Card
- Current Employer Picture ID

#### *Proof of Milwaukee County Residence* (must show name and address):

- Rental lease agreement (current year)
- Utility bill (from the past month)
- Financial account statement (from the past month)
- Current school report card or class schedule
- Current insurance card
- Paycheck stub (from past month)
- Vehicle registration (current year)
- Checkbook with pre-printed personal checks
- Postmarked mail from the past month that is not “junk mail” and is not a window envelope

#### Minors

Those 15 or under must have a parent or legal guardian register them to obtain a library card. The parent/guardian must provide their valid identification and proof of address and sign for the minor’s account indicating responsibility. The minor must be present to receive the library card at the time of registration. Applicants should be at least 3 years of age. If a minor is 16 or 17, they may still register with their legal parent or guardian’s signature and identification.

### Out-of-County Residents

A library card is not required for out-of-county residents to be in the library, access the WiFi, or use a public computer. Residents of counties whose library systems have reciprocal borrowing agreements may get a library card. For out-of-county residents without reciprocal borrowing who would like to checkout materials the following options are available:

#### Access Cards

Access cards are available to out-of-county residents who:

- Attend or teach at a school within Wauwatosa
- Own a business in Wauwatosa
- Work for the City of Wauwatosa
- Facilitate for centers within Wauwatosa that are a daycare center or a nursing home

This card allows the holder to check out circulating materials owned just by the Wauwatosa Public Library and the ability to login and use the library’s computers. This card is not valid at any other MCFLS location. To obtain this card a valid photo ID and proof of attendance, ownership, or employment must be present at the time of registration. This card is valid for 1 year and expires 1 year from the date of issue.

## **Fee Cards**

A Fee card allows non-county residents who pay a fee of \$25 annually to use the library. This card allows the holder to check out circulating materials owned just by the Wauwatosa Public Library and the ability to login and use the library's computer. This card is not valid at any other MCFLS location. To obtain this card a valid photo ID and proof of address must be present at the time of registration. This card is valid for 1 year and expires 1 year from the date of issue.

## **Renewing Library Cards**

- Milwaukee Count library cards expire every 2 years and may be renewed at any MCFLS location with valid identification.
- Access cards expire every year and may be renewed at the Wauwatosa Public Library with proof of attendance, ownership, or employment and a current phot ID.
- Fee cards expire every year and may be renewed at the Wauwatosa Public Library with current photo ID, proof of address, and payment of the annual fee.

## **Library Card Usage**

A library card, e-library card, or valid photo ID is required each time materials are checked out. When signing up for a library card each responsible party agrees to be liable for loss or damage of library materials and all overdue charges. The cardholder agrees to follow the rules and regulations of the Wauwatosa Public Library and any other MCFLS member libraries.

## **Overdue and Reminder Notices**

As a courtesy, MCFLS member libraries send out overdue and reminder notices when an e-mail is provided on an account. Failure to receive a notice does not remove the cardholder's responsibility for any overdue materials or fines.

3 Days Before Items are Due – e-mail reminder.

14 Days After an Item is Overdue – e-mail reminder.

28 Days After an Item is Overdue – print notification mailed and replacement charge applied to account.

A courtesy reminder is also emailed to patrons on the same month their library card will expire.

## **Change of Contact Information**

It is the cardholder's responsibility to let the library know when their name, mailing address, telephone number, or e-mail address is changed. If a library notice is not received because contact information is not updated, the cardholder is still responsible for any resulting fines or bills.

## **Lost and Stolen Cards**

It is the cardholder's responsibility to report lost or stolen library cards. All items checked out prior to the date the card is reported lost or stolen are the responsibility of the cardholder.

## **Parental Responsibility for Minor's Library Account**

Items checked out on a minor's card are the responsibility of the parent or legal guardian. Parents or guardians agree to follow the rules and regulations of the library, to promptly pay all fines and charges associated with their minor's card, and to report any change of contact information.

The library does not restrict access to any material by age, and leave the responsibility for minor's use of its materials to parents or legal guardians. Parents and guardians are strongly encouraged to monitor the minor's use of the library and its materials.

A parent or guardian who wishes to end borrowing privileges for the minor must notify the Wauwatosa Public Library so that the registration record can be removed. Destruction of a library card does not remove a registration record. Wisconsin state law governs the information about a minor's library records that may be given to a parent or legal guardian.

### **Other MCFLS Libraries**

Each MCFLS library sets its own lending periods and fines. These lending periods and fines differ at each library. Items being picked up at the Wauwatosa Public Library may not belong to Wauwatosa, and thus have a different lending period or fines. Please double check your due dates and see staff for questions.

### **Lending, Fines, and Fees Schedule:**

#### **Loan Periods**

21 days for everything except:

7 days for DVDs

14 days for Lucky Day books

42 days for all artwork and sculptures - \$2.00 rental fee

#### **Loan Limits**

100 total items per card;

20 DVDs per card

20 music CDs per card

**Note:** Cardholders may reserve up to 30 items on an account at one time. Access cardholders will be able to place holds on Wauwatosa owned items through a staff member.

#### **Fines**

\$1.00 per day for DVDs

\$0.20 per day for all other materials

There is a maximum fine of \$5.00 per item that is returned in good condition.

**Note:** Accounts with totals exceeding \$5.00 or more will be unable to place holds, checkout items, renew items, and other services.

#### **Renewing Library Materials**

All items, excluding Lucky Day items, may be renewed up to twice if they have not been requested by another patron.

#### **Grace Period**

Every item has a 3-day grace period. If an item is returned within 3 days of the due date, fines will be waived. If an item is returned 4 days or more after the due date, there will be no grace period and all fines will be due.

#### **Replacement Charges**

The replacement cost of an item is determined upon the retail price at the time of purchase. Purchased copies of materials will not be accepted for replacement charges. No refunds will be given if lost materials are found after having been paid for; the materials become the property of the individual who paid for them.

**Other Fees:**

Item	Fee
Artwork Rental	\$2.00 per item (item has a 6 week checkout)
Barcode Replacement	\$1.00
Case Replacement	\$3.00
Copier/Computer Printing (Black & White)	\$.10 per page
Copier/Computer Printing (Color)	\$.25 per page
Earbuds	\$2.00
Faxing	\$1.75 first page/\$1.00 every page after
Flashdrive	\$6.00
Non-resident Fee Card	\$25.00 annually
Plastic Book Bag	\$0.75
Replacement Library Card	\$0.50
RFID Replacement	\$1.00



wauwatosa public library

*Adopted by the Board of Trustees of the Wauwatosa Public Library on May 16, 2018*