

<b>Town Hall Library Policy Manual</b>	<b>Library Card Policy</b>	<b>Revised: 2021 Revised: 2024</b>
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As a member of the Bridges Library System, the Town Hall 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. Children under the age of eighteen may be eligible for card; the card must be signed in the presence of the parent or legal guardian. The library also honors the valid borrowers' cards of any public library in a system that has a cooperative borrowing agreement with Bridges Library System, as well as those cards from libraries within Wisconsin public library systems, other than the Milwaukee County Federated Library System. To be eligible to check out materials from the Town Hall 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 an annual fee for a library card.

Please note:

- If a parent or legal guardian's card is blocked because of outstanding unreturned material, the material must be returned or the replacement cost paid before any minor in the household is issued a card.
- 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.
- Eligibility entitles an individual to apply for a Town Hall Library card. Library cards from other libraries may be used under the following conditions:
  - o the card is compatible with our automation system.
  - o the card is registered at a Café Member Library 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.

## LIBRARY CARD PROCEDURES

- 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 and 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.
- At registration and card renewal customers will be required to read and agree to the following statement:
  - “The cardholder or legal guardian agrees to comply with all policies and procedures authorized by the Board of Trustees of CAFÉ member libraries. The cardholder or guardian agrees to pay replacement charges for materials lost, damaged or stolen. This card remains the property of the issuing library and a replacement fee for lost cards will be charged. In case this card is lost or stolen, notify the issuing library immediately, otherwise cardholder or guardian is responsible for any unauthorized use.”
  - If Library materials are checked out by someone not authorized to use the card in question, and the affected cardholder or legal guardian notifies the Library of the unauthorized use by phone, postal mail or in person within 30 days of receipt of the Library’s first written notice that the materials are overdue, the maximum amount owed the Library for the unauthorized materials shall be \$50.
  - If the cardholder of a lost or stolen card or the cardholder's legal guardian contacts the library to report the loss or theft before the card is used, the card will be barred from further usage. If the cardholder or the cardholder's legal guardian notifies the library of a lost or stolen card before the library sends a 14-day overdue notice, any amount owed by the library for unauthorized materials checked out on the card will be waived.
  - If the cardholder or cardholder's legal guardian fails to receive overdue notice because they failed to notify the library of a change of address, phone number or e-mail address, they will be held responsible for any bills as noted in this policy. The filing of a theft report with the police department does not remove the customer's obligation to pay any accumulated replacement costs as noted in this policy.