



## **Library Card Usage Policy**

### **Use of library card**

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 a valid picture ID.

Each person, with the exception of minors, is responsible for all items checked out on their card. They agree to obey all of the rules and regulations of the Muskego Public Library and any other CAFÉ member libraries which they use, and to promptly pay all fines and charges. Parents or legal guardians shall be responsible for all items checked out on a minor's card.

### **Overdue and reminder notices**

Overdue and reminder notices are sent as a courtesy. Failure to receive a notice does not remove the user's responsibility for any overdue material or fines.

### **Change of Address**

It is the customer's responsibility to let the Library know when the customer changes their mailing address, telephone number or email 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 any changes will be held responsible for any resulting fines or bills.

### **Lost and stolen cards**

If a library card is lost or stolen, it is the cardholder's responsibility to report that to the library. All items checked out prior to the date the card is reported lost or stolen are the responsibility of the customer. Library staff will assume anyone who uses a card for borrowing materials has permission to use that card; cardholders should treat library cards as they would credit cards.

### **Parental responsibility for minor's use of card**

Items checked out on a minor's card are the responsibility of the parent or legal guardian. Parents or guardians agree to obey all of the rules and regulations of the Library, to promptly pay all fines and charges associated with their child's card, and to report any change of address, telephone number or email address to the Library.

The Library does not restrict access to any material by age, and leaves the responsibility for children's use of its materials to each child's parent or legal guardian. Parents are strongly encouraged to monitor their own child's use of the Library and its materials.



A parent or guardian who wishes to end borrowing privileges for their child must notify the 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.