

## **Aram Public Library Policy 2.2**

### **Registration**

**Revised December 18, 2014**

The Aram Public Library seeks to provide easy access to library resources while ensuring their availability for all library patrons. To that end the library controls circulation, computer use and other activities. This is generally done through the use of a library card. It is important to note that while usage is monitored, all library records are confidential under Wisconsin law.

Those patrons who wish to borrow items must have a library card, which can be either a card issued by Aram Public Library or one from any of the other libraries in the SHARE consortium of libraries in Walworth and Racine Counties.

### **Registration**

One can obtain a library card by completing a registration form and proving one's identity and current address. This is usually done by presenting a valid and current Wisconsin driver's license, Wisconsin State ID or another valid and current license or ID from the state of residence. Other picture ID can be accepted if accompanied by recently postmarked (one week or less) business mail (such as a bill for utilities, phone, mortgage, etc.) that verifies the patron's current address. In lieu of the current address on an ID or on business mail, the library can mail a registration form to the address given by the applicant and the postmarked envelope can be used as evidence of current address.

Wisconsin residents and/or owners of real estate property in the State of Wisconsin, except Milwaukee County residents, are eligible for a free Aram Library card. Free library cards expire eighteen months after the issue date. Persons who are either residents of Milwaukee County or whose residence is outside of the State of Wisconsin and who do not own property in the State may apply to purchase a fee card. The fee is fifty dollars (\$50) which is non-refundable. Persons using a fee card have the same privileges and responsibilities as other cardholders. Fee cards expire one year from date of issue.

A parent or legal guardian must sign the registration application for a child under the age of eighteen and are responsible for any fees or charges incurred by their child. The parent or legal guardian must provide proper ID to be included with the information about the child. Should the parent or legal guardian possess a card with suspended status, the minor child will be issued a restricted card until such time as the parent's card is restored to "ok" status. Library cards may be issued to children when a school visits the library if the required forms have been filled out in advance through the school system and returned to the library before the day of the visit.

### **Responsibilities**

A patron should present his or her library card to check out materials, to use the public internet stations and for other library transactions. Exceptions can be made where a picture ID is allowed to substitute for the library card. Children may use library services without a card or ID provided they can correctly answer questions concerning residence and guardianship.

It is the responsibility of each patron to remain in good standing to utilize the library's services. A patron should not have fines or charges on his or her library account that total ten dollars or more nor should there be any bans on using library services. A patron must inform the library

about any changes in name, address, phone number, email address or other registration information.

Patrons are responsible for all materials checked out and charges on their library cards until it is invalidated. If a library card is missing, the patron must immediately report the card lost or stolen to ensure that the card can no longer be used to borrow items or use library services. Patrons are responsible for all items borrowed on a library card until it is reported lost or stolen. A two dollar (\$2) fee is charged to replace a lost library card. A new card will not be issued if the cardholder has outstanding fines over ten dollars (\$10) on his/her account until those matters are resolved. The replacement fee is not charged in cases of normal wear of barcodes or cards.

### **Specialized library cards**

Specialized library cards may be issued in certain circumstances.

Institution Cards may be issued to approved Delavan agencies, organizations and institutions for use by their members. Examples include government bodies, chambers of commerce, service clubs, schools, assisted care facilities and nursing homes, daycares and youth organizations. An authorized officer of the organization must submit the application for an Institution library card. He or she must sign the registration form and the library card in the presence of a library employee and thus assume full financial responsibility for all materials borrowed on the card. In addition, the applying officer must maintain a personal library card in good standing. If at any time the officer's personal card is suspended, the institutional card will be suspended.

Institution Cards automatically expire each August and must be renewed. Generally, overdue fines are not assessed on items loaned on institution cards, but loss and damage fees apply. Institution cards can only be used to borrow items owned by the Aram Public Library, but extended loan periods of sixty days are offered on print materials and audiobooks.

A Restricted Card may be issued to a person staying at a local homeless shelter with the Shelter Administrator's verification of shelter residence. These cards are limited to use at Aram Public Library, and only one print item and one audiovisual item can be borrowed at a time.

Wisconsin School of the Deaf Students may be issued a library card upon the presentation of a current Wisconsin School of the Deaf Student Identification card.

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