

# LIBRARY CARD AND MATERIALS USE POLICY

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LP3 | REVISION 4 | REVISED 07/17/2023

## I. Purpose

- A. This document sets out the guidelines that must be followed to receive and use a library card at the Lodi Public Library.
- B. Any Wisconsin resident or Wisconsin property owner may apply for a free library card.
  - 1. This card entitles you to check out materials, place holds, access the Internet on our public computers, and make use of other library services.
  - 2. Even if you have a card from your local Wisconsin library, we will issue you one from the Lodi Public Library so we have you in our system.

## II. Procedure for Getting a Library Card

- A. To get a library card, adult patrons must complete a library card application form and present photo identification along with proof of current local address. All required information and signatures must be provided before the Library will process a card.
  - 1. A patron’s first library card is issued free of charge to Wisconsin residents; a nominal fee may be assessed for replacement cards.
- B. Library cards expire after 4 years and must be renewed at the end of that time in order to assure we have the most current information. The length of time for renewal may vary for special cards, such as institutional cards or temporary/part-time resident cards.
- C. The Library does not issue library cards to out-of-state residents. A temporary or part-time in-state resident can be issued a library card when presenting photo identification along with suitable identification of both local address and permanent address. A suitable card expiration date will be determined by the Library Director.
- D. Minors are required to obtain a guardian’s signature on the library card application.
  - 1. If the guardian is present and holds a valid library card or can show proof of identification and residency, the child’s card will be issued immediately.
  - 2. Children presenting pre-signed registration forms will have their cards mailed to them.
  - 3. Children with multiple guardians can be issued only one card and must use their primary residence.
  - 4. The Library may authorize teachers to hand out and collect guardian signed applications in their classrooms; those teachers would need to verify address information.
- E. Lodi area community groups and businesses may apply for an institutional borrower card. The organization’s leader must complete the library card application form, supply identification, and provide a list of authorized individuals.
  - 1. All rights and responsibilities held by individual cardholders will also be assumed by the organization.

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2. It is the responsibility of the organization's leader to inform the Library of authorization changes.
  3. Information about the library record of institutional cardholders will be released only to authorized individuals of the institution.
  4. Institutional cards are issued for one year, with renewal available upon review of the institution's authorization list.
- F. The Library may revoke a card if the patron misuses the card, if the incorrect registration information was supplied by the patron, or for other reasons as determined by the Library Director.

### III. Presence of Card

- A. We prefer that a library card be used to check out materials because it ensures the most accuracy. However, if a patron does not have a library card with them, a valid driver's license or state-issued ID will be allowed as a substitute. Most online library resources will require a login requiring a valid library card number.
- B. Library users may pay fees for themselves and others without a library card or photo ID present, but no information except the dollar amount can be provided to protect the privacy of the cardholder.

### IV. Cardholder Responsibilities

- A. Patrons agree to return all borrowed items by the due date.
- B. In the case of children, the guardian who signed the library card application is the responsible party. It is the policy of the Library that the responsibility for the use of library materials by children under the age of 18 rests with the guardians. No borrowing restrictions are placed on children once they have obtained their guardian's signature on the library card.
- C. As stated on the library card application, cardholders are responsible for material checked out using their library card, with or without the cardholder's consent, unless the card has been reported to the Library as missing.
- D. Once the Library is notified of a missing card, the card is invalidated and barred from further use. Until the Library is notified of a lost or stolen card, the card owner is responsible for all use of the card and for fees incurred.
- E. Patron will report changes in address, phone number, and email, so the Library can update its records.

### V. Lending

- A. Standard loan periods apply to library materials, and special loan periods may be applied only under unusual circumstances (e.g., hospitalization, unavoidable absence) at the Library Director's discretion. Special loan periods are the exception.

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- B. A date due receipt will be provided unless the patron declines that option; the date due will also be found in the patron's online account information.
- C. The Library assumes no responsibility for damage or alleged damage to personal equipment when used in conjunction with library materials.
- D. Materials loaned to the Lodi Public Library (i.e., Outer Library Loan, outside borrowing) for patron use will fall under Lodi Public Library policies. However, borrowers will also be held responsible for any special assessments placed by lending institutions.

## VI. Holds

- A. Requests for materials may be accepted from card-holding patrons. Requests may be made in person, by phone, or through LINKcat from home computers. Callers must be prepared to provide their library card barcode to request holds by phone.
- B. Hold notices indicate a date after which materials will be returned to the shelves or to the owning library. Patrons may request a one-day extension to the hold if there are no other holds on the item.
- C. Patrons who fail to check out holds before the expiration date may have their name added to the bottom of the hold list if they desire. Patrons may request that their name be moved down on the list of holds if they make the request before the hold arrives.
- D. Holds and equipment will only be given out to the patron requesting them or to persons authorized by the individual.
- E. Patrons may select or request LINK pick-up locations other than the Lodi Public Library when placing holds. Once the items have been received for the hold, they cannot be forwarded to another library.

## VII. Limited Cards

- A. At the Library Director's discretion, any patron who abuses library card privileges may have their card temporarily restricted in regards to the number of items which may be checked out at a time and/or the number of holds they may place.
- B. Abuse of the card or violation of library policies by a minor's guardian may also result in the Library temporarily restricting children's cards.
- C. Repeated abuse of the card or violation of library policies by the cardholder may result in longer term and/or permanent cancellation of the card.

## VIII. Fines and Fees

- A. The Lodi Public Library went fine-free on June 8, 2020.
  - 1. Library user accounts will not be fined for overdue items checked out at the Lodi Public Library. This includes items from other libraries that are sent to the Lodi Public Library to fulfill holds.
  - 2. Checkouts at other libraries are subject to their policies, including overdue fines.

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3. Outer-Library Loans (OLL) requested from outside the South Central Library System may be subject to overdue fines.
- B. The Library assesses charges for items that are not returned (lost items) and for damage to materials beyond normal wear that clearly occurred during the checkout term.
  1. A courtesy reminder notice will be sent weekly when items are overdue. The item will be considered to be lost if it is not returned after four weeks of being overdue, and a bill listing the price of the items will be sent to the patron.
    - a. Items are charged a lost/damaged fee based on the cover price of a new item even though the purchase cost to the Library may be less. This pricing standard helps cover processing costs (e.g., acquisition, labels, tape, staff time, etc.).
    - b. The Library does not accept replacement copies of lost/damaged items in lieu of charges.
  2. If one of the Library's items is lost and paid for and then later found, a reimbursement will be issued if the item is in good condition and returned within 90 days of its lost status.
    - a. There is no reimbursement for charges less than \$5.
  3. Patrons who return items with minor damage (e.g., torn pages, stains, etc) may be charged nominal fees to address the damage at the discretion of library staff. If it is discovered that an item was lost or misplaced due to library error, charges will be cleared and appropriate refunds issued.
  4. Other libraries' items paid for at the Lodi Public Library will be reimbursed according to the owning libraries' policies and reimbursement will be made to the owning library.
  5. Blocks or bars to checkout may be enacted upon a library card for unresolved charges.
  6. Unpaid fees totaling more than \$50 may be submitted to a collection agency. If forwarded, an additional \$10.00 recovery fee will be added to the account. Returned check fees will be added to a patron's record of charges.
    - a. Payment plans may be made at the Library Director's discretion.
    - b. Upon specific written request from a patron and at the Library Director's discretion, information regarding financial obligations to the Library may be shared with a third party (i.e., executor, financial institution). Only a statement of charges due will be reported with no further detail.

## IX. Notices

- A. Using the contact information in a patron's record, the Library attempts to promptly notify users of overdue items, holds filled, and fees/charges assessed.

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1. It is solely the patron's responsibility to keep their contact information up-to-date to ensure successful notification.
2. Failure to receive a notice is not grounds for waiver of fees/charges.

## **X. Revision History**

- A. Policy approved November 16, 2015 (Revision 0)
- B. Policy revised November 21, 2016 (Revision 1)
- C. Policy revised June 17, 2019 (Revision 2)
- D. Policy revised March 21, 2022 (Revision 3)
- E. Policy revised July 17, 2023 (Revision 4)