

7.4 LIBRARY CARDS

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7.4.1 Eligibility Requirements

Any Wisconsin resident is eligible for a library card. Minnesota residents may apply for a card, as well; however, a Minnesota resident will be charged a \$25 annual card fee.

All persons who wish to register for a library card must be present to do so. Adults must provide proof of identification and current residency. A photo ID is mandatory. Examples of acceptable photo ID are: a state issued driver's license or ID; military ID, or a U.S. Passport. Adults who do not possess an ID with current name and address may register by showing ID and another valid current address verification, such as a utility bill with individual's name and current address or a checkbook with printed current address information.

Parent may register their children (3+ years) for a library card. Children must be present to receive a library card, and a parent must provide a photo ID and proof of residency for the child.

Once the application is completed and all requirements are met, then a library card will be issued. Library cards must be signed before use. The library cardholder's signature indicates that the patron has agreed to be responsible for the materials borrowed and to notify the library of a lost or stolen library card. The patron agrees to inform the library of any change of address or phone number.

7.4.2 Borrowers' Responsibility

A Library cardholder may borrow circulating material, including books, DVDs, CDs, audiobooks, and magazines. The Hudson Area Public Library is not responsible for any damage caused personal equipment used to playback items.

The individual to whom the card is issued is responsible for the following:

- Return, in good condition, of all borrowed materials;
- Payment of fines incurred for overdue, damaged, or lost materials;
- Reporting a lost or stolen library card, immediately;
- Reporting any name, address, phone number, and email address changes;
- All charges incurred as the result of the borrower lending the card or library materials to another individual.

Parents or guardians of a library cardholder agree to be responsible for the above and to teach their child the rules and guidelines of using his or her library card.

7.4.3 Renewing a Library Card

Library cards are renewed every year on the patron's birthday. To update a library card, patrons may contact the library in person, by phone, or email.

7.4.4 Lost Library Cards

A patron who loses their library card should notify the library immediately. The cost to replace a library card is \$1.00.

7.4.5 Card-in-Hand

All patrons must have a card-in-hand or proper identification, as previously defined, to check out library materials.

