



L.E. Phillips Memorial  
Public Library

Number: 5

Category: Circulation and Collection  
Development Management

Policy Title: LIBRARY CARDS

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## APPLICATION INFORMATION

L.E. Phillips Memorial Public Library offers three types of FREE Library Cards: two cards for individuals (Full Use & Basic Access) and one card for local organizations.

| INDIVIDUAL CARDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ORGANIZATION CARD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Both cards give you access to public computers, Wisconsin's Digital Library, and online resources.</li><li>Our <b>Basic Access Card</b> requires that you provide an acceptable address (see Requirements below) and allows you to check out up to 2 physical items at a time.</li><li>Our <b>Full Use Card</b> requires that you provide proof of current address and allows you to check out up to 100 physical items at a time.</li><li>Parents/guardians may request a <b>Basic Access Card</b> for a child, which limits the card to only checking out up to 2 physical items at a time.</li></ul> | <ul style="list-style-type: none"><li>Gives your business, government or non-profit organization access to Wisconsin's Digital Library, our online resources, and the ability to check out up to 100 physical items at a time.</li><li>Requires organization to submit a letter to the Circulation Manager from the head of your organization accepting financial responsibility for the library card and naming the authorized users of the card.</li><li>For organization use only. Employees and volunteers are expected to apply for an individual card for personal purposes.</li></ul> |

## TYPES OF LIBRARY CARDS

### CARD BENEFITS

|                                                                                                                           | Basic Access Card | Full Use Card | Org. Card |
|---------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|-----------|
| Access to public computers                                                                                                | ✓                 | ✓             | ✓         |
| Access to Wisconsin's Digital Library                                                                                     | ✓                 | ✓             | ✓         |
| Access to online resources, including newspapers, online magazines, research databases, and additional e-book collections | ✓                 | ✓             | ✓         |
| Check out limited to 2 items                                                                                              | ✓                 |               |           |
| Check out up to 100 items                                                                                                 |                   | ✓             | ✓         |
| Log in to MORE catalog to place holds on materials from other MORE member libraries                                       |                   | ✓             | ✓         |
| Request and check out items from around the world through Interlibrary Loan                                               |                   | ✓             | ✓         |
| Check out up to 3 items from the Library of Things                                                                        |                   | ✓             |           |

### APPLICATION REQUIREMENTS

|                                                                                                                           | Basic Access Card | Full Use Card | Org. Card |
|---------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|-----------|
| Wisconsin Residency                                                                                                       | ✓                 | ✓             | ✓         |
| Valid photo ID (Cardholder or Guarantor)                                                                                  | ✓                 | ✓             | ✓         |
| <i>Acceptable forms of ID include State ID/driver's license, school ID, work ID, passport, official DMV print-out, or</i> |                   |               |           |

|                                                                                                                                                                                                                                      |   |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| <i>military ID. Other forms may be accepted on case-by-case basis with Circulation Services Manager's approval.</i>                                                                                                                  |   |   |   |
| Proof of current address                                                                                                                                                                                                             |   | ✓ | ✓ |
| No proof of current address<br><i>You'll still need to provide an address on the application. The address listed must be a home, apartment, or temporary housing facility. P.O. Boxes and business addresses are not acceptable.</i> | ✓ |   |   |
| Letter from head of recognized organization                                                                                                                                                                                          |   |   | ✓ |

### **CARD RESPONSIBILITY**

|                                                  | <b>Basic<br/>Access<br/>Card</b> | <b>Full<br/>Use<br/>Card</b> | <b>Org.<br/>Card</b> |
|--------------------------------------------------|----------------------------------|------------------------------|----------------------|
| Cardholder or Guarantor (parent, guardian, etc.) | ✓                                | ✓                            |                      |
| Authorizing organization                         |                                  |                              | ✓                    |

### **MORE E-CARD**

Wisconsin residents who don't have a library card from a MORE-member library may obtain an e-card through the MORE consortium website to use MORE's shared electronic resources.

### **SIGNATURE OF PARENT OR GUARDIAN**

The signature of a parent or guardian is required on the application for a library card in the case of persons under the age of 16.

### **REPLACEMENT CARDS**

When a customer has lost their card, they should notify the library as soon as possible and a replacement card will be issued. A charge of \$1 will be levied. This charge is non-refundable.

## **USING OTHER PEOPLE'S CARDS FOR CHECK OUT**

Customers must use their own library card to check out their materials.

**Parents/Legal Guardians:** Parents/legal guardians may check out items on their children's cards if the child is present or by presenting the child's physical or digital library card.

**Cardholders who have forgotten their cards:** A customer who has a current library card but forgets to bring it may check out items once if they verify their identity. The customer must present their library card the next time they check out materials. Customers can declare their card lost and pay for a replacement card.

**Cardholders who send someone else to pick up items on hold:** Cardholders may send their physical library card or a digital copy of their library card with someone else for the purpose of checking out library materials that are on hold for the absent cardholder. However, if the absent cardholder has fines or overdue items in excess of \$10.00, materials may not be checked out on that account. The cardholder is responsible for any materials checked out on their card.