



L.E. Phillips Memorial
Public Library

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**Category: Circulation and Collection
Development Management**

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FREE LIBRARY CARDS

Free library cards will be issued to persons of any age who are residents of the State of Wisconsin.

IDENTIFICATION REQUIRED OF APPLICANTS FOR LIBRARY CARDS

Applicants are required to provide one form of identification showing name and current residential address before being issued a library card.

The identification presented must be adequate for verifying that the person is who he or she says, and that the address is current. Staff are authorized to determine whether the form of identification presented is adequate for these purposes and what constitutes acceptable identification in special circumstances.

REPLACEMENT CARDS

When a customer has lost his/her card, a replacement card will be issued. A charge of \$1 will be levied. This charge is non-refundable.

TEMPORARY RESIDENTS

- Transitory Residents
Transitory residents are persons not currently having a permanent address. Transitory residents must provide proof of current residential address.
- Out of State Residents
Out of State temporary residents are persons whose permanent residence is outside the State of Wisconsin and who will be residing in Wisconsin for less than six months. These residents will be issued a library card for

three months at a time.

Applicants must provide proof of a local residential address for their temporary residence.

Applicants must also provide a driver's license or state identification card.

Check-out

The maximum number of items allowed on a Temporary Resident's card at any time is two (2). This limit may be increased at the discretion of the Circulation Manager. Temporary residents may not check out circulating iPads, hotspots, kits or interlibrary loans.

Persons not meeting these requirements will be considered for a library card on a case-by-case basis.

VISITING PROFESSORS AND COLLEGE STUDENTS

Visiting professors and college students are eligible for library cards if they present a non-expired identification card from their college or university plus one other form of identification showing a permanent or current residential address.

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 18, unless the applicant is an emancipated minor.