



L.E. Phillips Memorial  
**Public Library**

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**Category:** Circulation and Collection  
Development Management

**Policy Title:** LIBRARY CARDS  
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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.

### **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 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.