

West Bend Community Memorial Library Library Card Registration Policy

West Bend Community Memorial Library adheres to the principle of free access to information for everyone. A core service of the West Bend Community Memorial Library is to loan materials to individuals in the community and to provide access to certain digital resources the library is able to make available to card holders.

Library Cards

West Bend Community Memorial Library cards may be issued at no cost to individuals with proof of residency. Non-Wisconsin residents may have a West Bend Community Memorial Library card for the duration they will be in the area, up to 18 months.

Any patron applying for a library card shall sign a responsibility statement which reads:

The person to whom this card is issued is responsible for all material borrowed on the card. The West Bend Library charges fines for materials kept past the due date and for lost or damaged items.

Customers are advised to report lost or stolen cards immediately. The library accepts no responsibility to verify that a customer presenting a card is authorized to use it. By signing this application, you are accepting responsibility for all items checked out on your card regardless of who presents it.

The library requires that a parent or guardian must sign for children under the age of 18. They are responsible for their minor child's use of library material as noted above.

Library staff may deny borrowing privileges or use of digital resources to cardholders:

- With overdue materials not returned,
- With outstanding fines or fees of \$5.00 or more
- For lack of address verification.

Library cards must be renewed every 18 months. There is no charge to renew a card.

Lost cards are charged a replacement fee of \$2.00.

Special Library Cards

Business Cards/School Cards: Corporate entities (businesses, governmental agencies, or trade organizations) and schools may register for a West Bend Community Memorial Library card. The entity assumes responsibility for all materials borrowed in its name. Business cards are valid for one year and a new application must be completed annually.

Confidentiality:

To facilitate circulation of print and digital resources, the library maintains a database of registered borrowers. Wisconsin State Statute 43.30 protects the privacy of library users. Confidentiality extends to information sought or received, and materials consulted, borrowed or acquired, and includes database search records, registration records, and all other personally identifiable uses of library materials.

Approved by the West Bend Community Memorial Library Board 5/21/2019