

## Who May Use the Library

- A. The library will serve all patrons who request service. Service will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age; gender; or sexual orientation.
- B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

## Circulation Policy

### **A. Registration:**

Residents, property owners, and visitors to the \_\_\_\_\_ area are eligible to apply for a library card. The \_\_\_\_\_ Library shall provide the same services to all residents and property owners of the Northern Waters Library Service area as to residents and property owners of \_\_\_\_\_. Service is also available free of charge to those holding a library card from other library system with which NWLS has an intersystem agreement.

Patrons must be registered and have a valid NWLN card to borrow library materials from any NWLN member library. Individuals are limited to one card in the NWLN system, regardless of the place of issue. To obtain a card, patrons must fill out an application form and provide proof of identity and residence. A drivers' license, state identification card, or student ID may be used, or library staff may verify residence using the guidelines from the Wisconsin Proof of Residence for Voter Registration guide ([elections.wi.gov/publications/voter-guides/proof-of-residence](http://elections.wi.gov/publications/voter-guides/proof-of-residence)).

Applicants under \_\_ years of age or adults with a legal guardian or caregiver must have a parent, guardian, or other adult serve as the responsible party for the card. The responsible party is ultimately responsible for any late fees or lost materials on the card and must provide contact information and sign the card application form.

All library cards expire after one year. To renew a library card, patrons must produce identification, update any changed contact information, and clear any outstanding fines and bills.

### **B. Lost or forgotten cards:**

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. The cost for a replacement card is \_\_\_\_\_. Patrons must bring their library cards with them if they intend to check out items or use the computers.

Patrons should safeguard their library cards if they are concerned about access or privacy. Unless a card has been reported lost or stolen, library staff will assume that possession of a library card implies that the cardholder authorizes that individual to access his/her library records and borrow materials on the card.