

Purpose

The Oak Creek Public Library loans materials to eligible customers. In order to provide this service in an orderly and equitable manner to all users, while complying with the legal and financial restrictions applicable, the Oak Creek Public Library adopts the policies stated in this document.

Eligibility

Milwaukee County residents

A card is available free of charge to any individual living in a Milwaukee County community that is a member of the Milwaukee County Federated Library System.

The applicant must show photo identification with legal name and current address. If photo identification does not include the applicant's current address, the applicant must provide an additional form of ID that includes both legal name and current address.

The library card may be used at any public library within the Milwaukee County Federated Library System and is valid for (2) two years.

Minors (under age 16)

Patrons under age 16 must have a parent or legal guardian register them to obtain a library card. The parent/guardian must provide their valid identification and show proof of address. If the minor brings in the signed application along with the parent's or legal guardian's ID, a library card may be issued. The parent does not have to be present; however library staff will check the signature with the one on the ID. Minors must be at least 4 years old in order to register for their own library card. Responsibility for young people's use of library materials rests with the parent/guardian.

Patrons age 16 and 17 may register without parent/guardian signature provided the patron can provide a valid official identification and show proof of residency. A parent or legal guardian may also register them to obtain a library account with the parent/guardian providing valid identification and proof of residency.

Out of county residents

A card for use only at the Oak Creek Public Library is available for individual(s) residing outside of Milwaukee County.

There is an annual fee of \$80.00 and card expires (1) year from date of issue.

Card can be used by any member of the immediate family.

Card can be used for borrowing and reserving all circulating material owned by the Oak Creek Public Library only.

Schools, Nursing Homes, or Daycare Centers

A card is available free of charge to schools, nursing homes, or day care centers within the city of Oak Creek.

Card expires (1) one year from date of issue.

Card can be used for borrowing and reserving all circulating material owned by the Oak Creek Public Library only.

The library reserves the right to restrict the circulation of large quantities of related materials (subject areas, authors, etc).

Business Owners

A card is available free of charge to anyone owning a business located in the city of Oak Creek.

Card expires (1) one year from date of issue.

Card can be used for borrowing and reserving circulating material related to the purpose of the business owned by the Oak Creek Public Library or the Milwaukee Public Central Library (814 W Wisconsin Ave).

Out of County Students

A card is available free of charge to students, residing outside of Milwaukee County, that attend a school or day care center within the city of Oak Creek. The card expires annually on June 15.

Student must show proof of school or daycare registration at the time of application. Students 17 and younger, must also follow the policy as it relates to Minors applying for a library card.

Card can be used for borrowing and reserving all circulating material owned by the Oak Creek Public Library only.

CIRCULATION OF MATERIALS

The following materials circulate for (1) one week, and have a (3) three day grace period. Any of these items can be renewed twice if there are no holds waiting for the item:

Magazines CD-ROMs DVDs

The following materials circulate for (3) three weeks, and have a (3) three day grace period. Any of these items can be renewed twice if there are no holds waiting for that item.

Books Audiobooks Compact Discs Pamphlet Files

Reference materials do not circulate.

Vacation loans of (6) six weeks are available to patrons throughout the year for all materials that circulate for (3) three weeks. Vacation loans are limited to 10 items.

CHECKOUT LIMITS

Patrons may have a total of up to 100 items of any kind checked out on their library card. Patrons are limited to 20 (of each) for the following materials: DVDs, CDs, and CD-ROMs

HOLD PICK-UPS

Patrons are responsible for picking up their own holds and/or the holds of children under the age of 12.

A blanket permission slip is available for patrons who regularly want to check out items for others. After the permission slip has been reviewed, a note will be placed on the patron's card.

RESERVING OF MATERIALS

Anyone with a valid Milwaukee County Federated Library System card may reserve any circulating material owned by any library in the system. Circulation policies for materials will vary dependent on the owning library. A patron may have up to 15 holds on their library card.

USE OF LIBRARY SERVICES WITHOUT A LIBRARY CARD

Patrons with a valid Milwaukee County Federated Library System card, who do not bring their card with them, may present their driver's license or state ID for the following services: checking items out, use of public internet and pre-paying for printouts from the internet. Patron's identification must have correct name and current address on it. Patrons will be allowed services with ID two times only and it will be noted on their record. Patrons trying to use their ID after two times will not be allowed library privileges until library card is presented or replacement card is purchased.

FINES, FEES, AND CHARGES

Any patron who owes fines of more than \$5.00 will be denied library services until payment has been made so that their total fines are \$5.00 or under. All fines must be paid when a library card is renewed (every 2 years).

Lost or damaged library card: a \$3.00 fee will be charged to patrons to replace a lost card. No fee will be charged to patrons to replace a damaged card (as determined by staff). Patrons are responsible for informing staff of any printing balances that need to be transferred to a new card.

Lost or damaged material: Patrons are responsible for paying any replacement costs for lost or damaged items on their card as outlined in the Library Fee Schedule.

REFUNDS

The library may issue a partial refund for items returned in good condition if the item is returned within 90 days of payment. Refund will be for the cost of the item less any overdue fines incurred prior to payment, as well as, any service charges incurred.

*Adopted by the Library Board June 12, 2012
Revised May 14, 2013
Revised October 14, 2014
Revised March 10, 2015*