

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.

LIBRARY CARD ELIGIBILITY

MILWAUKEE COUNTY RESIDENTS

A card is available free of charge to any individual living in Milwaukee County. Library cards may be used at any public library within Milwaukee County and are valid for (2) two years.

Applicants must show valid 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.

MINORS (UNDER AGE 16)

Patrons under age 16 must have the legal parent or guardian register them to obtain a library card. Minors must be present at time of registration and renewal.

Parent/guardian(s) must meet the same eligibility requirements listed in the preceding section. Parent/guardian(s) are not required to have their own library card in order to register a minor.

Responsibility for young people's use of library materials rests with the legal parent/guardian(s).

FEE & ACCESS CARDS

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.

The card can be used by any member of the cardholder's household. Household members must be designated on the library account. The card can be used only for borrowing and reserving circulating material owned by the Oak Creek Public Library.

ACCESS CARDS

There is no fee for an Access Card and card expires (1) year from date of issue. Cards can be used only for borrowing and reserving circulating material owned by the Oak Creek Public Library.

STUDENTS AND TEACHERS

Students and teachers, who live outside of Milwaukee County, and attend or work in any accredited school or licensed child care facility located in the City of Oak Creek are eligible for an access card. Students and teachers must show proof of school or daycare enrollment or employment at time of card application.

EMPLOYEES OF OAK CREEK BUSINESSES

Employees who work for a business located within the City of Oak Creek, but who live outside of Milwaukee County are eligible for an Access Card, and must show proof of employment at time of card application.

SCHOOLS, DAY CARES, NURSING HOMES, BUSINESSES

An Access Card is available free of charge to schools, nursing homes, day care centers, and businesses located within the City of Oak Creek. Cards will be issued to the Principal, Director, President, Chief Operating Officer, or Chief Financial Officer of the organization or business. Employees who are eligible to use said card must be designated on the library account.

RENEWING LIBRARY CARDS

- Milwaukee County Federated Library System (MCFLS) library cards expire every 2 years and may be renewed at any MCFLS location with valid identification. Each MCFLS library sets its own requirements for identification.
- Fee cards expire every year and may only be renewed at the Oak Creek Public Library, with valid photo identification and proof of address.

- Access Cards expire every year and may only be renewed at the Oak Creek Public Library with proof of attendance, ownership, or employment and a valid photo identification and proof of address.
- The Oak Creek Public Library does not require its patrons to pay off fines before renewing their library card. Each MCFLS library sets its own requirements for paying fines before renewing.

CIRCULATION OF MATERIALS

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

Books Audiobooks Compact Discs Pamphlet Files

Reference materials do not circulate.

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

VACATION LOANS

Upon request, vacation loans of (6) six weeks are available to patrons throughout the year for all materials. Vacation loans are limited to 10 Oak Creek 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 DVDs and CDs and 10 (of each) for software and video games.

HOLD PICK-UPS

Patrons are responsible for picking up their own holds and/or the holds of children under the age of 16.

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

RESERVING OF MATERIALS

Anyone with a valid MCFLS card may reserve 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 30 holds on their library card.

Fee Card and Access Card users may only place holds on items owned by the Oak Creek Public Library. Fee Card and Access Card users must contact an Oak Creek staff member to place holds.

USE OF LIBRARY SERVICES WITHOUT A LIBRARY CARD

Patrons with a valid MCFLS card, who do not bring their card with them, may present their valid driver's license or photo ID in lieu of their library card.

FINES, FEES, AND CHARGES

Any patron who owes fines of more than \$5.00 may not check out library materials. This stipulation does not apply to public internet computer use nor card renewals.

OTHER MCFLS LIBRARIES

Each MCFLS library sets its own lending periods, fines, refund policies, and renewal policies; these may differ at each library.

Items being picked up at the Oak Creek Public Library may not belong to Oak Creek, and thus may have a different lending period or fines.

LOST & DAMAGED LIBRARY CARDS

A \$3.00 fee will be charged to patrons to replace a lost card. It is the cardholder's responsibility to report lost or stolen library cards. All items checked out prior to the date the card is reported lost or stolen are the responsibility of the cardholder.

GRACE PERIOD

Every item owned by the Oak Creek Public Library has a (3) three day grace period. If an item is returned within 3 days of the due date, fines will be waived. If an item is returned 4 days or more after the due date, there will be no grace period and all fines will be due.

REPLACEMENT CHARGES

The replacement cost of an item is recorded at the time of acquisition. 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. Purchased copies of materials will not be accepted in lieu of replacement charges.

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