

Eligibility for Service and Library Cards Policy

1. All borrowers must be registered with a library in the Winnefox System and have a library card to checkout items.
 - a. Library cards will be issued with proper photo identification and another identification showing current mailing address.
 - b. Temporarily, a limited card may be issued with proper photo identification only. Library users must show another form of identification showing current address for restrictions to be removed.
 - c. Holders of limited cards may only check out 3 items at a time. Limited cards are available to:
 1. Adults living in temporary housing, seasonal workers, and those who have just moved to the area and do not have proof of address.
 2. Patrons who have required intervention to return long-overdue materials will have a limited card until they have established a record of returning items for 18 months.
 - d. Youth under the age of 18 need a parent or guardian's signature on the library card application. Staff may require the parent or guardian be present to issue a card and also have identification.
 - e. Children must be at least 5 years old and they must be present in order to get their own library card.
 - f. A parent or caregiver of a child may use their own adult card for checking out children's materials.
 - g. If a parent/legal guardian's card is in collection status or has fines of over \$25.00, their child's card will be limited to check out 3 juvenile items.
 - h. Only the cardholder has the right to use the card issued to them unless the library is notified otherwise.
 - i. Library users having a card from another Winnefox Library System library may use that card at the Wautoma Public Library.
 - j. The cardholder is responsible for all use made of their card until it is reported lost or stolen including replacement cost of lost or damaged material.
 - k. Unusual circumstances may be handled at the Library Director's discretion.
2. Library cards will be issued free of charge, but replacement of lost or damaged cards will be \$1.00.
3. Library cards expire after 16 months. At that time, you may call the library or stop in to confirm or update current address, phone number, and email address. All fines and charges over \$10.00 must be settled before a card will be renewed.
4. Unattended Children

- a. Library staff are not responsible for children or young adults in the library. Responsibility for the behavior and well-being of children and young adults using the library rests with the parent/legal guardian or caregiver assigned by the parent.
 - b. Children under the age of 10 must be accompanied by a parent or designated responsible person of the age 13 or older while in the library. If a child under the age of 10 is unattended in the library, the library staff will attempt to contact the parents. If unable to contact the parents, the staff may call local law enforcement for assistance in determining whether the Waushara County Social Services Department should be contacted. An incident report will be prepared.
 - c. If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.
 - d. Self-supervised children, age 10 or older, and young adults are welcome to use the library as long as they maintain proper library behavior, including, but not limited to courtesy to staff and other patrons, and compliance with library policies.
 1. If children or young adults are asked to leave the library, the library staff will offer them the opportunity to use the telephone to make arrangements for transportation if necessary.
 2. If the child appears to be a danger to herself/himself or others, the child appears to be threatened by others, or the child appears to be ill or upset, library staff will attempt to contact the child's parent or guardian. If they cannot be located, staff will contact the Wautoma Police Department. An incident report will be filled out by staff.
 3. Local Police will be called if a child under the age of 14 is left in the library for more than five minutes past closing.
5. Cell phones may be used in the library if used quietly and discreetly. In the event a cell phone user is disturbing other patrons, the library staff may request the user to leave the building to complete the call and then may return to the library.
6. All patrons must wear proper attire including pants, shirts, and shoes while in the library.
7. Smoking and vaping are not permitted in the library building or on its grounds.
8. Disruptive behavior by library patrons will be addressed by the Library Director, Library Assistant, or Library Clerks based on their discretion or if another patron complains. The library staff reserves the right to ask a patron to leave the library for any of the following reasons listed below.

9. The following types of disruptive behavior will not be tolerated in the library:
- a. Any behavior that endangers the safety or health of others.
 - b. Violation of any local, state, or federal law.
 - c. Vandalism or deliberate destruction of library materials.
 - d. Theft of library materials or the personal property of other patrons and staff.
 - e. Use of abusive or intimidating languages or gestures to patrons or staff members.
 - f. Behavior that is willfully annoying, harassing, or threatening to another person.
 - g. Loud talking or using audio equipment or a cellphone that disturbs or could disturb other patrons.
 - h. Use of skateboards, roller blades, skate shoes, or scooters inside the library or on library property.
 - i. Inappropriate dress, such as bathing suits and wet clothing in the library.
 - j. Loitering on the premises after closing.
 - k. Poor hygiene that constitutes a nuisance.
 - l. Other kinds of behavior deemed inappropriate in the opinion of the Director or designated staff members.
10. The use of the library and its services may be denied for willful violations of library rules and policies, pursuant to *Wis. Stat. §43.30(2)*. Examples of such violations shall include, but not be limited to, failure to return books or pay fees, destruction of library property, disturbance of other patrons, objectionable conduct on the library premises, and inappropriate internet usage. Under these circumstances, the use of the library may be denied for up to one month by the Librarian. Such denial may be appealed by the affected patron by submitting a written request to the chairperson of the Library Board, whereby the Library Board shall hear the appeal at its next regular meeting, or special meeting scheduled at the discretion of the Board for such purpose. Denials of library use and services for longer than one month, including permanent bans, shall require direct action by the Library Board, upon the request of the Librarian.
11. If any library patron fails to comply with a request to leave the library or continues to engage in inappropriate behavior on the library grounds after leaving the library building, staff will immediately call the Wautoma Police Department for assistance.
12. Incident reports: Whenever a library patron is asked to leave the library, library staff must complete an incident report form (see attachment 3)

13. The library recognizes the records identifying the names of library users and circulation records to be confidential in nature. They may not be disclosed except to persons acting within the scope of their duties in the administration of the library, or by persons authorized by the individual to inspect such records, or by order of the court of law.
 - a. Library staff should refer any inquiries regarding such records to the Director or the Library Board of Trustees President.

Adopted and approved by the Wautoma Library Board of Trustees 8/10/21 HK