

Title: Use of the Library Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.01 Original Effective Date: Date of Last Revision:
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Use of the Library

- I. The Library will serve all residents of the City of Sheboygan. The Library will not deny or abridge service on the basis of sex, religion, race, age, or social, economic, or political status.
- II. The Library Board will extend its service area beyond the limits of the City of Sheboygan only through agreements with other libraries or units of government, or as a member of a library system, provided that the Library is reasonably compensated for such services. No library cards will be sold to individuals. The Library Board reserves to itself the right to make the final decision in each case as it arises except that as a matter of law the City of Sheboygan shall have the authority to enter into and to withdraw from membership in a library service system.
- III. The Library is authorized to issue a free card to those persons entitled to receive one from any public library in Wisconsin who reside outside the boundaries of the Monarch Library System and other geographic areas receiving service pursuant to Section II upon their applying for a Library card and presenting a generally accepted form of photo identification showing their current address.
- IV. Free use of the Library, subject to various late-return charges, fees, and service charges as may be enacted by the Library Board, may be made by all persons to whom a free card is issued. Issuance of a Library card to a minor requires the signature of that child's parent(s) or legal guardian(s) on the application card. Library cards issued by the Mead Public Library remain the property of the Library. A charge may be made for the provision of replacement cards.
- V. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who present a generally accepted form of photo identification showing their current address will be allowed free use of the Library as visitors, which may include service or checkout limitations.
- VI. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who do not present a generally accepted form of photo identification showing their current address will be allowed free use of the Library on a temporary basis, which may include service or checkout limitations.
- VII. Library cards are nontransferable except when a parent or legal guardian of a minor child uses that child's library card to check out materials for that child's use. Persons who allow others, including ineligible family members, to use their library cards will be informed that such usage is against regulations prescribed by the Library Board. If the

practice is continued, the Director may exclude them from using all or selected Library services or their library card may be revoked by the Director (or designee) until such time as the person can make suitable assurances that such prohibited use will not reoccur.

VIII. Library staff may deny borrowing to cardholders:

- a. not presenting their card or other identification.
- b. with a significant number of overdue materials not yet returned.
- c. with bills for unreturned or damaged material.

IX. Library cardholders & their households will not prevent other patrons from utilizing library materials by monopolizing those resources.

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