



South Milwaukee Library

1907 10th Avenue
South Milwaukee, WI 53172
P (414)768-8195
W smlibrary.org

Library Card Policy

Approved by the Library Board of Trustees, 5/25/2021

Revised, 6/22/2026

Library Cards:

To get a free library card, you must be a resident of Milwaukee County. Fee cards are available for those who live outside of the county. See below for more information.

To get a free library card, you must complete a brief application and present identification sufficient to show your likeness, your legal name, and your current address. (If your current photo ID does not include current address, you must provide an additional form of ID that includes both legal name and current address.)

Children 15 and younger must have a parent or legal guardian present to provide identification; the parent or legal guardian will be the one responsible for the materials checked out on the minor's card. Individuals aged 16 and 17 are able to get their own library card without a parent present if they are able to provide the required identification.

When a library card is issued, a signer agrees to the following terms and conditions:

- I agree to be responsible for the loss or damage to materials and overdue charges on materials borrowed on my library card, including materials borrowed on it by others with or without my consent.
- I agree to pay all overdue charges, damage, and replacement costs promptly.
- I will observe the rules of the library and will give prompt notice of any change associated with my street address, e-mail address or telephone numbers.
- I agree to report loss of my card as soon as possible and know that I am held responsible for materials borrowed on my card up to the time it is reported lost to the library.
- I agree that responsibility for young people's use of library materials rests with the parent/guardian attached to the account.
- I certify that all of the information provided as part of this application process is true, current, and correct.

Your library card will be issued immediately and is valid at any public library in Milwaukee County. Your library card will be able to access materials and databases



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for a time period of 2 years. After 2 years you will be asked to verify identity and contact information again to renew your library card. Replacement library cards are available for a small price.

Checkout of library materials will be denied for:

- Any patron owing fines of more than \$10.00 on their library card.
- An expired library card. There is no charge to renew a card, but patrons must verify that address, e-mail, and telephone number are current and correct. Renewing a card also requires the same identification as a new card.
- Any library card with blocks or internal notes restricting full use. Issues must be resolved with staff in order to restore library privileges.

A library card may only be used by the person to whom it is issued. You may pick up another individual's items if you are listed as having permissions on their library account.

Non-Resident Fee Card:

Individuals living outside of Milwaukee County are able to apply for a nonresident fee card. The annual fee for this card is \$25.00. The annual fee may be waived under certain circumstances by the library director. Business and daycare/school cards are available for free upon request with proper documentation and are good for one year.

Walk-in use of the fee card is restricted to the municipal library which sells the fee card, and to materials owned by the library. With this ownership restriction, card holders may borrow any type of material.

Fee card patrons are blocked from placing unassisted holds. Library staff must place holds for this patron type. Staff-assisted holds may be placed **ONLY** on material owned by the municipal library which sells the fee card.

Member libraries may at their discretion offer a non-resident fee card to out-of-county library personnel with the understanding that these fee cards may only be used to check out materials from the member library where these staff members are employed.