



## South Milwaukee Library

1907 10<sup>th</sup> Avenue  
South Milwaukee, WI 53172  
P (414)768-8195  
W [smlibrary.org](http://smlibrary.org)

### Library Card Policy

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

Revised, 6/22/2023

#### 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 signature; 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, an electronic signature is captured which provides acceptance for responsibility. A signer agrees to the following statement:

*"I agree to be responsible for the loss or damage to materials and overdue charges on materials borrowed with this library card. I agree to pay all overdue charges, damage, and replacement costs promptly. I agree to obey all the rules and regulations of the South Milwaukee Public Library and any other Milwaukee County Federated Library System library that I use. I agree to provide immediate notice of change of street address, e-mail, or telephone number. I agree to report loss of the library card immediately, and know that I am held responsible for all materials borrowed on the card up to the time it is reported lost to the library. All the information provided for this application is certified to be true, correct, and current."*

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 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 will be available for a small price.



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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 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.