

Hedberg Public Library
A201 Borrowing Privileges
Board Policy
Last update – August 2011

Anyone, regardless of his or her residency, age, race, religion, gender, national origin, disability, sexual orientation, marital status or social or political views may use Hedberg Public Library (HPL) materials and library equipment within the library building in accordance with established policies and procedures.

Eligible Borrowers

Any resident of Janesville (or any person owning property in Janesville on which taxes are paid, and his or her dependents) is eligible to borrow materials from the library upon the application for and issuance of a borrower's card. Others who are eligible to borrow materials from the library are listed below:

1. People living within or owning property within the boundaries of the State of Wisconsin on which taxes are paid, and his or her dependents.
2. Out of state residents. To use the library, Out of State Residents need to pay for a Fee Card which will entitle them to full borrowing privileges at HPL. Patrons who request a fee card must pay the amount set annually by the Board. Fee cards are available for a three-month time period for a fraction of the annual cost, set by the board at the same time. The fee takes into consideration HPL's average cost per capita which is calculated by dividing HPL's current annual budget, including debt service, by the number of people in the city (using the most recent State of Wisconsin population figures). The cost is rounded up to the nearest five dollar increment.
3. Any organization, for profit or not for profit, operating within the Arrowhead Library System (ALS) service area. Borrower's cards issued to these organizations are referred to as Business Cards. Applications for business cards must be made by an authorized officer of the organization. The organization assumes full financial responsibility for all materials borrowed and fines on the card. Organizations which are located within other library systems are subject to the same eligibility for HPL use as are individual patrons from the same area. The director may establish limits on items that can be checked out on a business card (e.g. no Jackpot items).
4. Any teacher, media specialist or school administrator in any public or private K-12 school, preschool, home school, or licensed daycare center living or working within Rock County. These cards will be referred to as "Teacher Loan Cards". The purpose of the 'Teacher Loan Card' is to facilitate easy access to HPL materials and on-line databases for teachers, media specialists and school administrators. To encourage timely returns of HPL materials, users of these cards are charged fines for overdue materials. In the event that materials borrowed are lost or damaged, the individual holding the card will be held responsible. The library director may determine which materials, such as Jackpot items, may not be checked out on Teacher Loan Cards. The library director shall establish procedures which allow revocation of any or all privileges from users who misuse their card.

5. Students living temporarily within ALS (e.g., foreign exchange students). These students may be issued a library card from Hedberg Public Library for the duration of their stay up to one year upon verification of a temporary and permanent address. At the time of application, students under the age of 18 must be present and accompanied by a guardian or responsible adult living within ALS. Holders of these library cards are entitled to the same borrowing privileges as permanent residents. The patron may apply for another year's extension upon verifying temporary residency within ALS.

Identification

Applicants for borrower's cards must present acceptable identification when applying for a borrower's card for themselves or their children under the age of 18. Such identification must include a verifiable street address. A list is made available by the library of identification acceptable for use when applying for a borrower's card. Examples include:

- Driver's license
- Bank check book
- Bank savings book

Applicants for special cards, such as Teacher Loan Cards, will be asked to present proof of eligibility. This proof will include, but not be limited to, a school ID card or a letter from the school or district in which they are employed, licensure as a home day care provider or day care center or certification of home schooling. .

If a patron can show an in-state address, even if it is not current, staff will issue a temporary card valid for 30 days and restricted to borrowing only six items and ask that current address identification be shown within 30 days, at which time the temporary card will expire.

Signature on Application Form and Borrower's Card

Applicants for a borrower's card must sign the application form, which includes a statement of responsibility for materials borrowed and must also sign the borrower's card which is imprinted with the statement of responsibility as well.

In the case of children under the age of 18, a parent or guardian must be present with the child and sign the responsibility statement on the child's application.

Borrowing Privileges - Rights and Limitations

The issuance of a borrower's card entitles the holder to borrow any item in the library's circulating collection and to use other services provided by the library such as interlibrary loan and on-line databases.

Any use of a borrower's card by a person other than the one individual to whom the card was issued, whether the use was authorized or unauthorized, remains the responsibility of the person to whom the card was issued. The patron must notify the library that his or her library card has been lost or stolen and follow the conditions stated in A209 Theft or Loss of a Library Card and Library Materials (Board Policy). If a card is lost, the cardholder will be held responsible for any use made of the card prior to its being reported lost to the library. A parent or guardian may request that his or her child's borrowing privileges be restricted to materials located in the library's Youth Services Department.

If a borrower has incurred fines or other financial obligations to the library, that person may be restricted from borrowing library materials until the fines or other obligations have been cleared.

Expiration of Borrower's Cards

Cards issued to adults do not expire. However, cards not used for more than an interval to be established by library procedure are subject to being purged from the database. In this instance the borrower will be required to complete a new application form and will be issued a new borrower's card at no charge.

Cards issued to children under the age of 18 will expire automatically on their eighteenth (18th) birthday.