



# KENOSHA PUBLIC LIBRARY

## **LIBRARY CARD AND MATERIALS ACCESS POLICY**

*The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.*

The Kenosha Public Library offers an inclusive, welcoming community that strengthens neighborhoods, inspires shared learning, and nurtures curiosity. The library seeks to support these endeavors by offering as few restrictions on the flow of information as possible. Additionally, the library seeks to be a positive and responsible steward of the community's library resources. To that end, the library offers the community access to the library's collections and maintains a database of registered library users, allowing cardholders to increase access by taking materials out of the library. This policy seeks to outline the regulations by which an individual or institution can gain access to materials through a library card and those by which the library can remain a responsible steward of these items.

### **ELIGIBILITY & REGISTRATION**

#### **I. ELIGIBILITY FOR A LIBRARY CARD:**

To be eligible for a Kenosha Public Library card, individuals must meet the following criteria and agree to abide by library policies and all rules of conduct:

- All residents, adult and juvenile, of the city and county of Kenosha;
- Non-residents who own property in the city or county of Kenosha;
- Non-residents who reside in any municipality belonging to the SHARE Library Consortium;
- Non-residents who do not own property in the city or county of Kenosha may apply in person and pay an annual fee of \$50 for a non-resident Full Access library card
- Teachers who teach preschool or grades K-12 in the city and county of Kenosha may apply for a card with longer checkout privileges and exemption from overdue fines
- Institutions located in Kenosha County may apply for an institutional library card carrying the same responsibilities and borrowing privileges as individual cards

#### **II. APPLYING FOR A LIBRARY CARD:**

In order to receive a Kenosha Public Library card, individuals must complete the

application form either online or on paper, and present the following documentation *in-person* to establish identity and residence:

- A. **Photo Identification** (this may include driver's license, state identification card, student identification card)
- B. **Proof of Residence** (this may include a piece of recent mail, like a utility bill or a bank statement, a current lease with the individual's name on it, or an electronic utility bill or bank statement) is required for individuals seeking a Full Access library card. Individuals seeking to gain an Easy Access library card do not need to provide proof of address, but do need to provide an address.
- C. **Children applying for a library card** must be in-person for the application process. The parent or guardian will be required to present the above documentation (Photo ID and Address/Proof of Address) in order to obtain library privileges for the child. For children ages 9+, if the parent or guardian is not present at the time of application, a permission slip (Appendix A) will be mailed to establish residence and guardian consent. See below for more information about children's library cards.
- D. **Wisconsin applicants for library cards** through reciprocal agreements must also provide their active library card to their local library, in-person.
- E. **Applicants for non-resident cards** must apply in-person and also provide an annual fee of \$50.00.

#### **LIBRARY CARD RENEWALS:**

Individuals renewing their library cards or replacing lost cards will be asked to verify and update account information, including but not limited to: address, phone number, email address. Documentation is not required to renew a current library account.

Kenosha Public Library cards are valid for two years from the date of issue, and two years from each renewal date. Cards are renewed at no charge, but replacement will cost \$1.00.

### **III. LIBRARY CARDS FOR CHILDREN**

Library Cards are available to children with their parent or guardian (as defined by [Wisconsin State Statute and the Wisconsin Department of Public Instruction](#)) as soon as they are born. Each family shall have the right and responsibility of setting standards for their own children; standards applied to their child shall not be imposed on anyone else's child.

- A. Children ages 9+ can receive a Juvenile Easy Access card with a limited checkout of one (1) KPL-owned physical item by providing their address,

together with contact information for their parent or guardian. Parents or guardians will be mailed a permission slip (Appendix A), notifying them that their child has received a library card, which can be upgraded to full privileges with a parent or guardian's signature when returned to the library.

- B. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- C. Under Wisconsin Statute 43.30, the library will disclose to custodial parents or guardians any records of use by children under the age of 16. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24(4). Examples of such proof include possession of the child's library card number, a valid library card or government issued photo ID showing the same address as the child, or any other set of documents that demonstrate to library staff satisfaction that the requester is the custodial parent or guardian of the child whose records have been requested. Requestors who are denied access may appeal the decision to the Library Director or the Library Board.

#### **IV. SHARE CONSORTIUM**

Kenosha County Library System is a member of the SHARE Consortium. As part of this sharing agreement, residents of the Prairie Lakes Library System who have not yet registered at their home library may be issued a Kenosha Public Library card with photo identification and proof of address.

Additionally, KPL loan periods and limits are set to coordinate with other member libraries to provide a more seamless and straightforward library experience.

#### **V. RESIDENTS OF OTHER WISCONSIN LIBRARY SYSTEMS**

Through reciprocal borrowing agreements with library systems across Wisconsin, Kenosha Public Library will honor valid library cards issued by reciprocal libraries. Individuals wishing to gain a Kenosha Public Library card through this avenue must produce a valid public library card from their home library, in addition to a photo ID.

*Milwaukee County Federated Library System (MCFLS) is not included in this reciprocal agreement, and therefore, MCFLS library cardholders will need to purchase a Non-Resident Card.*

#### **VI. TYPES OF LIBRARY CARDS**

**For Individuals:**

- A. **Full Access Card** - Proof of address, as listed above, is required to obtain this card. Full Access users have access to unlimited physical checkouts, computer access, and online resource access.
- B. **Easy Access Card** - This card requires an address, but not proof of address, as listed above, to obtain. Easy Access users gain access to three (3) KPL-owned, physical checkouts at a time, computer access, and online resource access. For children ages 9+, a Juvenile Easy Access Card may be obtained. See the section LIBRARY CARDS FOR CHILDREN for further information.
- C. **Teacher Card** - Applicants for this card must be teachers employed by public or private preschools or K-12 schools within Kenosha County. This card provides extended checkout, waives overdue fines, and includes access to the full SHARE catalog, all for classroom use.

**For Organizations:**

- D. **Institutional Card**: The head of the organization must submit a letter requesting the card and naming the authorized users. These cards carry the same responsibilities and borrowing privileges as individual cards, but the owning institution carries the fiscal responsibility instead of the individual.

**BORROWING PRIVILEGES****I. LIBRARY CARD USE & RESPONSIBILITY:**

- A. When applying for library cards, the applicant (or applicant's parent or guardian) agrees to accept responsibility for library materials borrowed with the library card until they report the card lost or stolen. This includes paying overdue fines for materials returned to the library after their due date unless those materials are exempt from overdue fines, and reimbursing the library for materials that are lost, damaged, or stolen.
- B. A library card or photo ID will be required to check out materials at the Kenosha Public Library.
- C. Library staff will be able to check out items on hold to a borrower for a friend or family member only if the borrower is in possession of the friend or family member's library card number.
- D. Library staff may deny borrowing privileges to cardholders:
  - not presenting their library card or photo ID
  - with an account that is not in good standing due to fines or fees that surpass the designated threshold of \$10.00.

## II. LOST OR STOLEN LIBRARY CARDS:

A person who loses their library card or has it stolen must notify the library of the loss as soon as possible. They are responsible for any materials checked out prior to notifying the library. To replace a lost or stolen card, library staff will require documentation sufficient to establish the person's identity and place of residence. A replacement card will be provided for a \$1.00 fee.

## III. LOAN PERIODS, ITEM RENEWALS, & LIMITS

- A. **SHARE Consortium:** Items borrowed from libraries outside Kenosha County are subject to the rules established by the owning library, which may occasionally vary from the rules outlined in this policy. Library patrons should always monitor their checkout receipt or online account information to verify due dates. Most items checked out with no outstanding reserves may be renewed.
- B. **Limits:** Users in good standing may check out an unlimited number of items, but limits may be imposed on specific collections.
- C. **Current loan periods** for items owned by KPL are as follows:

Collection	Loaning Period	Holds & Renewals
Books & Audiobooks & most other materials not listed	3 Weeks	3 Renewals
Book Club Kits	6 Weeks	3 Renewals
Hot DVD Collection	1 Week	No Holds/Renewals
Hot Book Collection	2 Weeks	No Holds/Renewals
Hotspot & Computer Kits	4 Weeks	3 Renewals
In-House Use Materials	4 Hours	---
Interlibrary Loan Materials	3 Weeks (or period set by lender)	No Renewals
Magazines	1 Week	3 Renewals
Movie DVDs & BluRays + NonFiction DVDs	1 Week	3 Renewals
TV Series DVDs	2 Weeks	3 Renewals

- D. **Non-Circulating Items:** The Library Director has the authority to establish rules to ensure that certain materials and equipment may not be checked out, so that they are regularly available for in-library use.

**E. Holds/Reserved Materials:**

- Registered borrowers' holds on circulating items in the catalog are not limited.
- Some collections, such as browsing collections of new, high-interest materials, are not eligible for reserves.
- Reserves are held for four business days from the date notification is sent for patron pickup.

**F. Library Bill of Rights:** Kenosha Public Library adheres to the Library Bill of Rights, including the statement that "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." Checkout of library materials is not restricted by age. KPL recognizes parents as the final judge on what their child should read or view. Parents, guardians, and caregivers are encouraged to participate in a child's selection and use of library materials.

**IV. LIBRARY NOTICES**

- A. Overdue reminders are sent to borrowers via email, text message, or phone call. Borrowers may also check their due dates on print due date slips, and also manage renewals by logging into their account at [mykpl.info](http://mykpl.info), by utilizing the MYKPL App, or by calling the library. Courtesy notices alerting borrowers to pending due dates will be emailed or texted to those people who provided contact information at registration.
- B. Borrowers are responsible for keeping track of their due dates, whether or not they utilize the available tools.

**V. FEE SCHEDULE**

- A. The library may charge a fee or recover costs for the following:
- Library card replacement: \$1.00
  - Damaged or Lost items: Retail cost of replacement, see section VI. \$50 minimum for Interlibrary Loan Items
  - Printing/Copying:
    - \$0.15 Black & White per sheet
    - \$0.25 Color per sheet
  - Faxing (Domestic Only): \$0.25 per page, per side
  - Non-Resident Library Card: \$50.00 annually
- B. Cardholders with billed materials or fees over \$10.00 will experience a temporary suspension of borrowing privileges until the charges are resolved.
- C. Kenosha Public Library children's books and magazines are fine-free, while other children's materials, all young adult materials, and all adult

materials accrue overdue fines; items from other SHARE libraries follow their respective fine & fee policies. Fine-free items that are not returned may still incur replacement fees.

- D. The Kenosha Public Library may institute programs for various user groups to reduce overdue fines, at the discretion of the Library Director. This may include (but is not limited to): a Read It Off program for Teens, or a Food for Fines donation program.

E. Items returned after the due date will result in the following overdue fines:

Collection	Overdue Fine	Maximum Accrual
Children's Books and Magazines	No Overdue Fines	---
Adult and Young Adult Books & Magazines	\$0.25/day	\$5.00 per item
All Audiovisual	\$0.25/day	\$5.00 per item
Library of Things	\$1.00/day	\$5.00 per item
Interlibrary Loan Materials	\$1.00/day	\$5.00 per item
Equipment	\$1.00/day	\$5.00 per item

## **VI. LOST OR DAMAGED MATERIALS**

- A. If an item is lost or damaged, the borrower will be billed for the current retail replacement cost of the item.
- B. Patrons may purchase a replacement copy for items owned by the Kenosha Public Library, but the replacement copy must have a matching ISBN or product code and be in new and otherwise undamaged condition. Purchasing a replacement may not be an option for items belonging to other SHARE libraries or items borrowed via Interlibrary Loan.
- C. KPL adheres to a 50-day return policy. Items not returned within 50 days of the last due date will be assumed lost.
- D. The library is not responsible for damage done to personal equipment while using library materials.

## **VII. CONFIDENTIALITY**

All library circulation records are confidential under Wisconsin Statute 43.30, except those of children under age 16 as noted above under LIBRARY CARDS FOR CHILDREN.

## APPENDIX A

### IT ALL STARTS WITH A LIBRARY CARD



The Kenosha Public Library is the ultimate possibilities place. What other venue is open to everyone, requires no fee to enjoy the services, provides resources on almost any topic, and showcases programming for all ages?

Recently, your child received a Kenosha Public Library card at one of our locations. Children 9 years and older are able to receive a library card and checkout 1 item while we await a parent/guardian authorization. As a parent or guardian, it is important for you to be aware that you are responsible for items checked out by your child. Please sign this form, and have your child return it to any Kenosha Public Library location, so they can continue to use their new card.

**Child's First and Last Name (please print):**

**Child's Date of Birth (MM/DD/YYYY):**

\_\_\_\_\_  
**Parent/Guardian Signature:**

\_\_\_\_\_  
**Parent/Guardian First/Last Name (print):**

#### **WE ARE SO GLAD YOU ARE HERE.**

We are available to answer questions you may have. Please feel free to reach out to:

Heather Thompson Head of Youth and Family Services 262-564-6139

Marcia Siehr Head of Outreach, Programs, and Education 262-564-6185

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