

Rusk County Community Library, Ladysmith

USE OF LIBRARY CARDS

Patrons must use their own library card to check out materials.

Exceptions:

Parents/Legal Guardians: Parents/legal guardians may check out items on their children's cards without the children being present only if they are checking out materials for the child. If the parent has a card with fines/fees in excess of the accepted limit, they can only check out juvenile (J, BB, ER, etc.) or young adult (YA) materials on the child's card, when the child is present.

Cardholders who send another person to pick up items on hold: Cardholders may send their library card with someone else for the purpose of checking out library materials that are on hold for that cardholder only. Only items on hold may be checked out on that card. If the absent cardholder has fines or overdue items in excess of the accepted limit, materials may not be checked out on that account.

MAY I CHECK OUT MATERIALS WITHOUT MY CARD?

Once every calendar year, Rusk County Community Library patrons may check out materials without their card. For accuracy, library cards must be presented to check out materials. Library staff at the Circulation Desk may look up a patron's record as long as there are no computer issues and identification can be verified. *Library cards must be presented to check out materials if the computer system is not working.* If a card cannot be found, a new one may be purchased.

Out-of-state residents:

- Fill out an application at the Circulation Desk
- Present proof of address—either the permanent address (if visiting) or the temporary address (if moving). Use one of the following:
 - o valid driver's license or photo identification
 - o utility bill
 - o check book with name & address imprint
 - o envelope addressed to you with cancelled postage
- Pay a \$10.00 non-refundable fee

Approved by the Library Board September 2011; updated January 2014; July 2015; September 2106; September 2017, September 2019, February 2020

Rusk County Community Library follows the MORE system's standards for providing cards to patrons.

MORE Patron Registration Policy

General notes:

- MORE-member library staff verify an individual's identity and residence when registering them as a new patron
- Local library policy dictates the methods libraries may use to verify identity and place of residence
- Individuals may have a single MORE library record

Minimum data requirements for an electronic patron record

- All fixed-length fields, including birthdate
- Name, including full middle name if one exists
- Residential address
- Phone number or email address if available

Checks before issuing a new card

- Perform a truncated name search
- If a hyphenated name is provided, perform truncated name searches on both parts
- Check search results for alternate names

Editing and updating patron records

- Verify patron data, especially address, municipality, and county
- If updating Act 150 loc or address, add "updated [date] [library]/[initials]" to the original inputter data in the electronic patron record. Remove any prior "updated" messages.

Approved by MORE Directors Council, May 18, 2018