

## 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:
  - valid driver's license or photo identification
  - utility bill
  - check book with name & address imprint
  - 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*