

# Your Library Card

## Responsibility of Cardholder

Report lost cards immediately. Library privileges will be suspended until financial obligations are met by the borrower. If your items are more than 28 days overdue, you may be blocked and you will be billed for the cost of the items. You are financially accountable for all unreturned items charged to your or your child's Library Barcode Number. You are responsible for all materials borrowed on your card or your child's library card.

You are allowed to have up to 100 items checked out under your account.

When charges exceed \$20.00, you may not check out additional materials at the Monona Public Library. Uncollected accounts in excess of \$50.00 will be turned over to Unique Management Services (UMS), a collection agency. A processing fee of \$10.00 will be added to accounts that are referred to UMS. Patrons with unpaid fees who have been turned over to UMS shall not be allowed to borrow materials from the Library until the balance is paid in full.

There is a charge of \$30.00 on checks returned for insufficient funds.

## Obtaining a Library Card

Acceptable forms of ID:

Type of ID	Valid for Name	Valid for Address
Current Driver's license	Yes	Yes
Current State ID card	Yes	Yes
Current passport	Yes	Yes
Current Military ID w/ photo	Yes	Yes
Current Student ID w/ photo	Yes	No
Current permanent resident card	Yes	Yes
Current employer ID with photo	Yes	No
Current credit card w/ photo	Yes	No

Acceptable forms of ID **for verifying only address, if needed:**

Type of ID	Valid for Name	Valid for Address
Hunting or fishing license	No	Yes
Checkbook	No	Yes
Utility bill	No	Yes
Mail at current address; postmarked within 30 days	No	Yes
Current lease or mortgage	No	Yes

Cards may be issued to children at any age. Applicants under 14 years of age are required to obtain their parent's or guardian's signature on the card application and have parent or guardian present. Parents or guardians applying for cards for their children must have each child present to be issued cards. Children residing in two households will be issued one card only by the community or agency of primary residence, as stated by the parent or guardian.

The first card issued by Monona Public Library is free of charge. Replacement cards are issued for a \$1.00 fee.

For other questions about getting a library card, please ask us or call 222-6127.

If you are a resident of a county in the South Central Library System (including Adams, Columbia, Dane, Green, Portage, Sauk, and Wood counties) and do not have a library card from your local library, you can apply for a card at the Monona Public Library. Follow the instructions for card applications above.

If you are a resident of a South Central Library System (SCLS) county, and have a card from your local library and the card has a barcode on it, you can use that card at the Monona Public Library. No separate card is needed.

If you are not a resident of a SCLS county but are a resident of the state of Wisconsin, you may be able to borrow materials from the Monona Public Library. To acquire a computer number to borrow materials you must present both:

- Identification with your current address on it.
- A valid library card from your local library.

Upon presentation of the above, the Monona Public Library will enter you into our computer system and attach a barcode number to your card. You will then be able to borrow materials from us.

**Exception: If you live in Milwaukee County you will not be able to borrow materials from us.** Milwaukee County has not signed an agreement with South Central Library System for exchange of library services.

## Due Date Receipts

Due date receipts can be printed for all materials checked out. Due dates are also available online through LINKcat. Be sure to check carefully for due dates, and keep receipts handy in case you have questions.

## Forgotten Cards

One photo ID is required, preferably a driver's license or photo identification.

## Lost or Stolen Cards

If your card is lost or stolen, report it immediately to the Monona Public Library, 222-6127, or your nearest local library. If your card is presented for checkout before you report it lost or stolen, you are responsible for all the materials checked out on it.

You may borrow only on your own card.

If a card has been lost or stolen and you wish to receive a replacement card you must show ID in person at the Monona Public Library. There is a fee of \$1.00. Any library cards found and turned in will remain at the library to be claimed. If the found card is not claimed after three (3) months from the date found it will be deactivated.

## Holds on Items

All items on hold for pickup at Monona Public Library are held on self-service pick-up shelves near the Main Desk. Holds are organized alphabetically by patrons' last names and are shelved spine-label down to ensure privacy. Any patron may request that their holds be held behind the Main Desk.

Items may be placed on hold by the patron online on LINKcat, by calling the Library, or by visiting the Main Desk. **Note: EXPRESS Collection materials may not be placed on hold or renewed.**

You may designate someone else to pick up our holds by filling out a Holds Authorization sheet and submitting it to library staff.

## Renewals

Most materials may be renewed two times unless there are other requests for them or unless they are EXPRESS items or are on hold for another patron. Items may be renewed in person, over the phone (608-222-6127), or online via [LINKcat](#).

## Outerlibrary Loan

Materials not available in the South Central Library System may be requested from another library. There is no fee to reserve items. To place an Outerlibrary loan, please visit the Main Desk or call us at 608-222-6127.

## **Returning Items**

SCLS Items may be returned to the Monona Public Library or at any public library in the South Central Library System (Adams, Columbia, Dane, Green, Portage, Sauk, and Wood counties). You may also return items to Monona Library from other SCLS member libraries.

## **Bookdrops**

For your convenience, the outdoor bookdrop is open 24 hours a day, 7 days a week. If for some reason the bookdrops are full, do not leave items next to or outside the book drop. Materials returned in the drop before the library opens in the morning are considered returned the previous open day.

## **Lost or Damaged Items**

**The Library does not accept replacement items as substitution for lost or damaged items. The patron is responsible for the cost of the item.**

Damage/Missing Material Fees (when not charging for replacement). Maximum is not more than one half the costs to replace the entire item.

1. Barcode missing \$1.00
2. Book cover missing \$5.00
3. Book plastic jacket missing \$1.00
4. Book on disc/CD \$10.00 per disc
5. CD plastic case missing \$1.00
6. DVD case missing \$5.00
7. RFID tag \$1.50
8. Library kits (various) amount per item as described

## **Replacement costs for items**

Monona replacement cost is the actual cost of item.

When the current list prices are unavailable for any library material an average replacement cost for that type of material is charged, (based on current list prices).

## **Refund**

A Monona Public Library Patron who has lost library materials must pay for the replacement cost of the materials. A Monona Public Library patron who later locates the lost material can return it within 180 days from the date of the item was recorded as lost by the Monona Public Library. Refunds for items returned within the 180 days will be issued after other charges and fines are paid on the account and if the amount then exceeds \$15.00 a \$1 processing fee will be deducted from the amount refunded.

Amended and Approved by the Library Board on February 19, 2019