

# Policies

## LIBRARY ACCOUNT CREATION & LOAN POLICY

**Approved: 1/11/1978**

**Reviewed and Revised: 11/19/2003, 8/18/2004, 10/21/2009, 11/19/2014, 08/21/2019, 04/19/2023, 6/19/2024.**

**Review Date: 2029**

T. B. Scott Free Library will loan materials to all residents of Lincoln County. People residing outside of Lincoln County but owning property or attending an educational institution in Lincoln County shall be considered residents for the purposes of this policy.

People who desire to borrow materials from the library must have or obtain a valid V-Cat library card. Before issuing a library card, the library requires reasonable verification of the person's full identity with first, middle, and last name, including current address, driver's license or state-issued identification card (if the patron has a license or state-issued ID), and, in the case of a minor, the name, address and driver's license or state-issued identification card of a parent or guardian. In addition, children who have not yet entered 6<sup>th</sup> grade must have parental permission for full access to the library's collections. The parent/legal guardian assumes responsibility for lost or overdue library materials of minors.

People who are not residents of Lincoln County are allowed to borrow materials on-site according to agreements and conditions established by the Wisconsin Valley Library Service and the state of Wisconsin. As allowed by state law, T. B. Scott Free Library will request reimbursement for the cost of on-site loans to people who are not residents of Lincoln County, if lending costs to residents of a particular county exceed \$100 in a calendar year.

Any person who will be living in Lincoln County for one year or less may apply for a Visitor's Card. This card entitles the person to all library privileges. A deposit of \$10.00 is required for each Visitor's Card.

Library materials, except materials classified as high demand items and types of materials noted in the following paragraph, will be loaned to nonresidents of Lincoln County through the V-Cat Shared Automation Consortium and through the Wisconsin Interlibrary Loan System according to the policies established by those organizations.

Certain types of materials may be used in the library only, and will not be loaned, including reference materials, archival materials, and microforms.

The use of the library and/or its services, including the loan of materials, may be denied if library policy or procedures are violated, including the following: failure to return library materials or pay penalties; destruction of library property; disturbance of other library users; or any objectionable conduct on library premises.

# Policies

Refer also to the following policies: School and Teacher Services; Borrowing Privileges-  
Parental/Guardian Rights and Responsibilities, Overdues and Fines; Standard of  
Conduct for Library Patrons.