

Library Card Registration Policy

Library cards are available free of charge for residents of Milwaukee County. Library cards are also free of charge for residents of the following six library systems: Indianhead, Nicolet, Outagamie/Waupaca, Winding Rivers, Wisconsin Valley and Manitowoc/Calumet. See insert for *Intersystem Borrowing*.

1. Children 15 and under must have a parent or legal guardian provide their signature and assume responsibility for library use by the juvenile patron, including any fines and fees incurred. The parent and/or child will need to present valid identification showing their name and current address in Milwaukee County.
2. Individuals ages 16 and older must provide two forms of valid identification (one should be a photo ID) showing their name and current address in Milwaukee county. Digital forms of identification presented on a mobile device are acceptable. Young adults ages 16-18 may obtain a library card by providing the required identification or may register with their parent or legal guardian's signature and identification. Both adults and young adults assume responsibility for the use of the card, including any associated fines and fees.
3. The library uses patron photos for their protection and to safeguard the library collection. If a patron chooses not to have a photo taken and placed in their record, they may be required to show a photo ID when they use their card or, in the case of a child, be accompanied by a parent or guardian.
4. Patron registrations expire every two years. In order to update a registration, all fines must be paid in full and patron must show 1 form of valid ID with current address. Patron photo may be retaken at the time of renewal, if needed. A parent or legal guardian must be present to update a child's card in person. Online renewal is also available. The patron/parent must be able to upload an image a valid ID with current address. Patrons are responsible for promptly reporting any change of contact information.
5. Special use cards
 - a. Fee cards are available to people living outside of Milwaukee County. Fee cards cost \$25 and are issued and used in accordance with the MCFLS fee card policy.
 - b. Business cards are available for St. Francis businesses and are issued and used in accordance with the MCFLS business card policy.
 - c. Nursing Home / Day Care Center cards are available and will be issued and used in accordance with the MCFLS School / Nursing Home / Day Care Center card policy.
 - d. Teacher cards are available for teachers working in the St. Francis School District or community and are issued in accordance with the Teacher Card policy.
 - e. Temporary cards are available for persons without a permanent address and are issued in accordance with the Temporary Card policy.