

# **Cobb Public Library**

## **Library Card Policy**

Library service is available without discrimination to individuals and groups of every age, gender, race, lifestyle or human condition. Persons who are not eligible borrowers of library materials are welcome to use materials within the library.

### Eligible borrowers

1. Residents of the Southwest Wisconsin Library System area.
2. A resident of any other city or county in Wisconsin with which the SWLS has a reciprocal borrowing agreement. The resident does need to have a valid library card from the library serving their permanent address.
3. Children age 2 years and above are eligible for a library card.
4. The library will honor any card issued by another library in the SWLS.

### How to apply

1. Eligible borrowers must complete an application form provided by the SWLS.
2. A driver's license is needed to complete the application.
3. An individual under 18 years of age must have his/her form signed by a parent or guardian.

### Lost or damaged card

1. The library will issue a replacement for a lost or damaged library card once free of charge. There is a \$3.00 charge for any further replacement cards.
2. There is no charge for a replacement of a barcode or address label.

### Library Card Expiration Date

1. A library card expires five years from the date of issue.
2. A card that is expired can be renewed by presenting the card to library staff at time of check out.
3. Staff will ask borrower to present a driver's license when renewing library card to verify name, address, and phone number.

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