



IX. Registration

All borrowers must be registered and have a valid Northern Waters Library Network NWLN card to borrow library materials.

At registration, library users must present proof of address either by an agency issued ID and/or non-personal mail and/or a temporary address voucher. Those unable to provide proof of address will be issued a restricted card that allows access to the internet and a limit of three Vaughn Library items until proof of address is presented at the library. A patron holding a NWLN card who moves from one community to another will update her card using the same procedure.

Library users understand by becoming a NWLN library cardholder, the following responsibilities are implied:

- *Any library materials checked out on my card are my sole responsibility.*
- *I will promptly return all borrowed items by the due date.*
- *I will pay any replacement costs assessed for lost, unreturned or damaged materials.*
- *I will not lend my library card to others.*

Borrowers under 18 years of age must have a parent or guardian give consent before a card can be issued.

All library cards expire bi-annually.

Linking Records/Holds Pick-up

Library users may have their library records linked to other borrowers within their family. Linking library cards allows cardholders to view circulation records, including replacement fees, items checked out and items on hold. Also, library users with linked records may pick-up library items on hold for one another without having the other person's card in hand.

Reserves/Holds

Library users may place reserves on material by phone, online or in person at the library. Library users will be notified by telephone, text or email when the materials are available. Items will be held for seven days.

Lost or Forgotten Cards

If a patron loses a library card, notify the library as soon as possible and request a replacement (\$.50). Library users are expected to have their card when checking materials out.



Seasonal Cards

Individuals visiting the area for an extended period of time (30 – 120 days) may request a seasonal card. Procedures for applying for a NWLN card as stated above apply.

X. Non Wisconsin Residents Policy

People residing outside of Wisconsin are assessed an annual fee of \$35 to maintain a valid Vaughn Public Library NWLN card. Owners of businesses located within the City of Ashland but living elsewhere are exempt from this assessment. Business owners must provide proof of ownership (i.e. property tax statement) upon registering for a library card. Owners of summer homes in Ashland and Bayfield County are also exempt from this fee upon proof of land ownership.

This fee is comparative to the amount of tax individuals residing in the City of Ashland are assessed to support the Vaughn Public Library annual operating budget. The annual non Wisconsin resident fee will be collected upon renewal of a registered NWLN card.

XI. Loan Periods & Replacement of Materials

Adults

- Three weeks for books, including audio books
- One week for periodicals and non-episodic DVDs
- The director may establish the loan period for special collections and/or materials temporarily in high demand.

Children's

- Loan periods for children's materials are the same as adults
- Fines will not be collected on children's materials
- Replacement costs for lost or damaged items will be collected

Replacement of Materials

If materials are lost or damaged to the extent determined by the library director that they are unsuitable for the collection, the responsible party must pay the replacement cost, including a \$5 processing fee for time and materials necessary to re-instate the item.

Fine Free

As of May 2021, the Vaughn Library is [fine free](#).