

GROUP CARD GUIDELINES



Thank you for your interest in a Group Card! A Group Card enables a business, school, or group home to borrow library materials.

TO OBTAIN A GROUP CARD

1. Complete the Group Card Application.
2. On company letterhead, provide the name and contact information for the person completing the application for the group and a list of staff members who are authorized to use the group card.
3. The person completing the application must show a government issued picture I.D. when returning the completed application.
4. Card will be kept at the library's Checkout Desk.

CARDHOLDER RESPONSIBILITIES

- Following all Oconomowoc Public Library rules and policies as listed on the library's website
- All costs and fees for lost or damaged materials and equipment
- All fines for materials returned after due date
- Attorney's fees incurred in material recovery or in collection

If changes in staff occur, please inform the Library in person or by phone at (262) 569-2193, ext. 200.

FOR LIBRARY USE ONLY – DO NOT WRITE BELOW THIS LINE

ID checked (staff initials) _____

GROUP LIBRARY CARD APPLICATION



GENERAL INFORMATION - PLEASE PRINT CLEARLY

All information is kept confidential and used only for library purposes per WI Statute 43.30.

BUSINESS/SCHOOL/GROUP HOME _____

CONTACT NAME

EMAIL

ADDRESS

CITY

STATE

ZIP

PHONE (Last 4 Digits Will Be Your Password)

ALTERNATE PHONE

NOTIFICATION OPTIONS (PLEASE SELECT ONE)

Phone Call Email Text Message - Cellular Provider _____ Email and Text

I would like to be emailed the library newsletter
(library events, programs, and news)

I would like to maintain my reading history
 I would like a library bag (\$1)

PROOF OF IDENTIFICATION REQUIRED

Wisconsin picture I.D. with current address information or other government issued picture I.D., along with a current phone, utility, or other bill addressed to you.

PLEASE READ AND SIGN

Patrons may borrow any circulating item in the CAFÉ collections. Cardholder agrees to the following:

- I will follow all Oconomowoc Public Library rules and policies as listed on the library's website.
- I am responsible for all costs and fees for lost or damaged materials and equipment.
- I am responsible for fines for materials returned after due date.
- I am responsible for attorney's fees incurred in material recovery or in collection.
- I understand by opting to maintain my reading history that such data may be accessed by law enforcement personnel without my consent.

By signing this application, I acknowledge all information is correct and that I understand these rules.

APPLICANT SIGNATURE _____

DATE _____

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Barcode _____ Municipal Code _____ Staff Initials _____