

Oscar Grady Public Library

Educational Institution Membership Pass Policy

Oscar Grady Public Library offers membership passes to educational institutions. Each membership pass offers admittance to the institution and in some cases discounts. In order to ensure fair use by all patrons, the following guidelines apply:

1. A borrower must be at least 18 years of age with a valid library card in good standing within the Monarch Library System Consortium.
2. Passes must be checked out by the person to whom the pass is reserved for and returned to a Circulation Desk staff member only at the Oscar Grady Public Library during normal operating hours.
3. Passes may not be placed in the book drop. Passes returned in the book drop will be assessed a \$10 fine.
4. A household may borrow only one pass at a time.
5. Passes circulate for three (3) days from the day of check-out and are not renewable. Exceptions may be made by the library for passes that require alternative loan periods in order to comply with the institution's policy. A \$10 late charge per day will be assessed if the pass is not returned within the check-out time.
6. Any pass that is not returned within seven (7) days from the due date will be considered lost or stolen and the full replacement cost of \$130 will be added to the patron's record. If the item remains unpaid, the matter will be referred to the Saukville Police Department for issuance of a municipal citation, per Village Code § 140-21.
7. Reservations should be made in advance, either in person or by calling Oscar Grady Public Library. Passes are checked out at Oscar Grady Public Library only.
8. It is the borrower's responsibility to call or visit the Institution's website for information, hours of operation, parking, and/or driving directions.
9. The Institution reserves the right to determine the rules and regulations governing the use of its passes.
10. Oscar Grady Public Library reserves the right to limit the use of passes for any individual, family, or household, in the case of abuse or misconduct as determined by the Library Director.
11. The borrower will observe proper code of conduct when onsite and in possession of the membership pass, as determined by the Institution and/or the Oscar Grady Public Library.

Approved by the Oscar Grady Public Library Board of Directors (January 2024)