



# Patron Privileges and Responsibilities

Document Source	Title
-----------------	-------

Lisa Martin

Madison Public Library Director

## Document History

Date	Description	Approval
4/15/2025	Updated	MPL Board of Trustees

## Referenced Documents

Document	Owner
South Dakota Codified Law	



## Contents

1. Library Cards .....	3
1.1. Eligibility and Card Terms .....	3
1.2. Youth Applications .....	3
1.3. Access .....	3
2. Cardholder Responsibilities .....	4
3. Borrowing Restrictions .....	4
4. Patron Privacy and Confidentiality .....	4



# 1. Library Cards

To register for a library card, applicants need only register written or verbally. No additional documentation is required. Applications are available at the Circulation Desk, from a librarian during library programs, or on the Library's website. Patrons will receive a physical library card in person or in the mail to their home address. No additional documentation is required.

## 1.1. Eligibility and Card Terms

Documents that are relevant to this policy include the following:

Category	Cost	Card Expiration
Lake County resident	Free	3 years
Owner/Renter of taxable property in Lake County	Free	3 years
Student attending school within Lake County	Free	3 years
Non-resident of Lake County	\$15	1 year

Upon registration, each patron receives a unique library card and barcode. Cardholders must renew their card upon expiration by confirming current contact information and resolving any fines or fees over \$10.00.

## 1.2. Youth Applications

Children under the age of 18 are eligible for a library card with the consent of a parent or legal guardian. A parent or guardian must co-sign the child's application and accept responsibility for all use of the card. This consent can be provided in person at the library, or online. During registration, the parent or guardian will also indicate their child's access permissions for internet use, DVDs/video games, and library technology.

and/or library privileges. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

## 1.3. Access

Madison Public Library is committed to equitable access for all. Library staff will make reasonable accommodations for patrons with accessibility needs, including assistance with completing library card applications, using library technology, and accessing library materials.



Patrons who require services in a language other than English may request interpretation or translation assistance. Library staff will work to ensure that language barriers do not prevent access to library services or resources

## 2. Cardholder Responsibilities

Madison Public Library cardholders are responsible for:

- Returning all borrowed materials on time and in good condition
- Keeping track of due dates, fines, and charges
- Presenting their card when borrowing materials;
- Updating the Library of any change of name or contact information;
- Reporting loss of library card promptly;

There is a replacement fee of \$2 for lost cards.

## 3. Borrowing Restrictions

Borrowing privileges may be suspended for the following reasons:

- Accumulated overdue fines of \$10.00 or more,
- Outstanding charges for lost or damaged items,
- Expired library card

Privileges will be restored once the issue is resolved (payment, return of materials, or card renewal).

The Library also reserves the right to restrict access due to violations of library policy. In serious cases, this may result in a temporary or permanent ban.

## 4. Patron Privacy and Confidentiality

The Madison Public Library respects and protects patron privacy in accordance with South Dakota Codified Law [SDCL 14-2-51](#):

*Confidential library records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be*



*released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, “personally identifiable” means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check-out system are not violations of this section.*

Personally identifiable information includes:

- Name
- Library card number
- Address (including P.O. box and extended ZIP code)
- Phone number
- email
- Physical image

Records that indicate what an individual borrows or uses may only be disclosed:

- With the patron's consent
- By court order
- To a custodial parent or guardian of a minor
- For administrative purposes within the Library
- For interlibrary loan transactions