WAUWATOSA PUBLIC LIBRARY
Illuminate your world

Wauwatosa Public Library's (WPL) School Library Cards work like this:

- There is one card for each school. The card stays at the Library checkout desk, so it cannot be used at other Milwaukee County Libraries.
- The card is valid from the beginning to the end of the school year.
- The Children's Library Supervisor will be used as the email contact on all school cards.
- WPL books returned to a Wauwatosa elementary school will be routed back to WPL via the Wauwatosa School District's school courier. The Elementary Library Media Services Coordinator will work with the courier to process these returns. Parochial schools will be contacted directly to arrange pickup.
- WPL's Children's Library Supervisor or Library Circulation Supervisor may contact the Elementary Library Media Services Coordinator to follow up on checked out books that have not been returned.

We believe in equitable access to the Library. If some of your students plan on using their personal library cards to check out books during your class visit, we will expect the remainder of your students to check out a book using the School Library Card.

- Children not using their personal library cards may check out 1 book each on the School Library Card to take back and keep in their classroom.
- If a child forgets their personal library card at home, circulation staff will look it up to check out materials on their card. If their card is expired or has fines in excess of $10, they are welcome to check out a book on the School Card.
- Student use of the School Library Card is permitted during assigned class visit times only.
- Books checked out on the School Library Card can be returned at the students' Wauwatosa School Libraries, WPL or any Milwaukee County Public Library.
- Books from prior visits should be returned before classes use their School Library Card again. We are flexible on this as we want children

to experience the joy of checking out a library book of their choice, but we ask educators to encourage student responsibility for materials checked out on the School Library Card.
- The use of School Library Cards ends in May to allow children time to return books before summer.
- No fines or fees will be assessed for late materials. No replacement charges will be assessed for unreturned materials. Teachers are not responsible for students' damaged, late, or lost materials.

The School Library Cards are useful for teachers, too! In lieu of using their personal library card, educators may:

- Check out curriculum materials outside scheduled class visit times on the School Library Card by showing proper school I.D.
- Check out as many children's titles as they need to supplement their classroom library on School Library Cards.
- Check out any WPL materials their classroom needs to thrive!

We cannot place holds for students on the School Library Cards. We are able to place holds for educators on WPL materials only. Please let us know how we can support your classroom's educational needs.