Walter E. Olson Memorial Library Patron Registration Policy

Library cards are issued at the Walter E. Olson Memorial Library (OML) to residents and property owners of the six municipalities in the OML service area, as well as to visitors to the area in order to provide access to shared Library materials and resources. In order to receive a card and check out physical items, it is necessary to complete a short registration form.

- Eligibility for a library account/card will not be limited because of religious, racial, social, economic, citizenship or political status; mental, emotional, or physical condition; age; gender; or sexual orientation.
- Individuals are limited to one account in the Northern Waters Library Network (NWLN), regardless of the place of issue.
- By applying for a library card, users agree to the terms outlined in the Library Card Registration Form.
- Account Types
    - Full-Service Accounts: Patrons must provide proof of identity and residence to register for a full-service patron account/library card.
    - Easy Access Accounts: Individuals who are not able to provide proof of residence are eligible for an Easy Access account, which carries a loan limit of 3 items at a time and is not valid for the checkout of technology items. These accounts may be updated to Full-Service as soon as proof of residence is provided.
    - Responsible Party Accounts
        - Applicants under the age of 16 or adults with a legal guardian/caregiver must have a parent, guardian, or other adult serve as the responsible party for the card. The responsible party will fulfill the proof of identity/residence requirements. Both applicant and responsible party must be present at registration.
        - Institutional accounts are allowed with a designated individual acting as the responsible party for the institution.
    - Digital Accounts: Wisconsin residents may self-register for an eCard to access NWLN digital services. Digital account holders are not eligible to check out physical materials, but may obtain those checkout privileges by applying for one of the account types above.

Approved April 19, 2023; amended September 18, 2024