

## Check Out Wisconsin State Parks at Your Library Guidelines for Participating Libraries

This program offers Wisconsin library card holders the chance to visit Wisconsin State Parks for free! Each vehicle pass is valid for one day of the patron's choosing.

Passes are available on a first come, first serve basis, and cannot be reserved. Patrons are encouraged to check out no more than one pass per family per month. Libraries may decide how to enforce this limit, if at all.

### Recommended 'Check-out' Process:

1. Patrons visit a participating Wisconsin public library to get a pass. All patrons who are library cardholders are eligible.
2. Libraries can download a barcode display card template from the program resource web page at: <https://dpi.wi.gov/libraries/public-libraries/adult-services/Wisconsin-state-parks-pass-program>, add a unique barcode, laminate, and display. Patrons will bring the display card to the service desk along with their library card in order to check out a pass and get pass to kit materials.
3. Library staff shall verify that the patron has a valid library card, and then use the barcode on the laminated display card to check out a Wisconsin State Park pass to the patron. **Use the "count use" feature of your ILS<sup>1</sup>**: these passes do not need to be checked out on an individual library card and they do not need to be returned.
4. Library staff exchange the display card for the pass and kit materials.
5. Patrons may use the pass after checkout and do not need to return it. Passes are non-renewable and nonreusable.

Some libraries may want to spread out the passes. Libraries that are interested in limiting the rate at which passes are loaned can follow these steps:

- Decide how many passes per week you would like to loan and create that many barcode display cards.
- Put the cards out on display at your library on Monday morning. When patrons bring the card to the desk to check out a pass, store the display card in a safe place instead of putting it back out on display.
- Return all of the cards to public display the following week.

### Eligibility for Patrons:

- Must be a library card holder at a participating Wisconsin library location
- Motor vehicle with Wisconsin license plates (excludes buses)

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<sup>1</sup> If your library does not have/use this feature, you may use a tracking mechanism that is appropriate for your library.

### **Wisconsin State Parks Daily Vehicle Admission Pass Information:**

- A pass is required for each motor vehicle at a state park.
- The day pass provides vehicle access to all properties within the Wisconsin State Park System with the exception of State Trails which require a separate State Trail Pass.  
*Note: not all Wisconsin State Park System properties require admission fees. Visit [dnr.wi.gov](http://dnr.wi.gov) for details about each property.*
- Visitors may visit one or more eligible properties on the day the pass is valid.
- Library staff only need to enter a date, not a time, on these passes to validate them.
- The pass is a sticker that must be affixed to the lower left-hand corner of the front windshield on the date of the visit. The pass is valid for all individuals riding in the vehicle. The pass must be visible, as park staff check the date on the pass when monitoring the parking areas.
- Replacement admission passes are not available.
- Daily passes are nonrenewable and nonreusable.

### **Park Pass and Kit Instructions:**

1. Keep the pass booklets locked in a secure location when not in use, the passes have a monetary value and cannot be replaced or refunded.
2. Tear off one pass per family/person from the pass booklet. Write the date the patron intends to visit a state park system property on the pass in black permanent marker.
  - If the customer wishes to visit within a preferred three-day date range during this program, library staff may enter a date range (e.g. 11/15/23-11/17/23).
  - If the patron is unsure, ask them to return when they have a date selected.  
*Note: Passes without a date are invalid and should not be provided.*
3. Insert the completed pass into the park pass cardholder tab, seal the envelope, and give to the patron.
4. Instruct the patron to place the pass on the lower left corner of the windshield on the date of the visit.
5. Provide the patron welcome letter and encourage the patron to use the QR code or link on the letter to complete the online survey after their visit.
6. Invite the patron to take any of the supplemental information/education materials provided in the library's park pass kit. Materials can be distributed at the library's discretion. Additional materials are available on the program resource web page.