

Check Out Wisconsin's 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 also ask patrons to limit to one check out per year or season if they prefer. Libraries may decide how to enforce this limit, if at all. *This is a pilot program and your feedback on distribution is appreciated.*

How does it work?

1. Patrons visit a participating Wisconsin public library to get a pass. All patrons who are library cardholders are eligible.
2. Libraries will download a barcode display card template from the program resource web page at <https://www.wisconsinlibraries.org/wi-state-parks-program>, add a unique barcode, laminate, and display it at a kiosk or at the library's service desk. Patrons will bring the display card to the service desk along with their library card in order to check out a pass.
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:** 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 (see below for assembly and patron instructions).
5. Patrons may use the pass after checkout and do not need to return it. Passes are non-renewable.

Some libraries may want to spread out the passes they have received so that the program continues throughout the selected time period. 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).

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.
- Visitors may visit one or more eligible properties on the day the pass is valid. *Note: Not all Wisconsin State Park System properties require admission fees. Visit dnr.wi.gov for details about each property.*
- The pass is a sticker that must be affixed and displayed in 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. Park rangers check the date on the pass when monitoring the parking areas.
- Replacement admission passes are not available

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. Assemble a Park Pass Kit: place one welcome letter, folder, and Smokey Bear bracelet in each gift bag.
3. 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. 11/15/22-11/17/22). 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.*
4. Insert the completed pass into the park pass cardholder tab, insert an admission pass business card with the pass, seal the envelope, and hand it to the patron with a survey postcard and the gift bag.
5. Instruct the patron to place the pass on the lower left corner of the windshield on the date of the visit.
6. Invite the patron to use the postcard to access the online survey after their visit to be entered into the drawing for a free 2023 Annual Wisconsin State Park Admission Sticker.
7. Return unused passes to Missy VanLanduyt at the address on the welcome letter after the program end date.
8. Visit the program web page for support or contact Missy Vanlanduyt or Janet Hutchens with questions.