



Dear Library Staff,

Welcome and thank you for participating in the **Check Out Wisconsin State Parks At Your Library** program. This program is designed to introduce new users to the library system and to the Wisconsin State Park System by building community engagement with both local libraries and Wisconsin's public lands.

Please refer to the *program guidelines* on the next page to help administer the program and answer common questions.

Program Dates

Start date: *Jan. 1, 2025*

End date: *Dec. 31, 2025*

Resource Webpages:

dpi.wi.gov/libraries/public-libraries/adult-services/wisconsin-state-parks-pass-program
dnr.wisconsin.gov/topic/outwigo/library

Program Resources Include:

- DNR welcome letter to participating libraries
- Program guidelines
- Barcode display card
- Promotional poster
- Customizable Promotional Poster
- Press Release template for participating libraries
- Program Image for Social Media and Marketing
- Wisconsin Department of Natural Resources OutWiGo web page featuring the Check Out Wisconsin's State Parks program and participating libraries list
- Print-on-demand youth activity pages
- Link to Wisconsin Explorer Activity Booklets (print-on-demand for ages 3-9+)

We are excited to continue this program for the 2025 calendar year. Online resources can be accessed at any time throughout the year. Additional resources may become available.



Information on how to order more passes should you run out this season can be found by visiting dnr.wisconsin.gov/topic/outwigo/library.

Thank you for your partnership. If you have any questions, feel free to contact program contact Sara Bernaski at sara.bernaski@wisconsin.gov.

Check Out Wisconsin State Parks at Your Library Program Guidelines

NOTE: Passes used by the Check Out Wisconsin State Parks At Your Library program are single use passes that are valid for one day. The day-use passes are not reusable or renewable.

This program offers library card holders the chance to visit a Wisconsin State Park System property for no cost to the library patron. 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.

Wisconsin State Park System Daily Vehicle Admission Pass Information:

- A pass is required for each motor vehicle at a state park (and most state forest and recreation area properties).
- 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 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 should be placed on the left-hand corner of the vehicle's dashboard 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.

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. Write the date the patron intends to visit a state park system property on the pass in black permanent marker.
 - There are two acceptable formats for filling out the pass: a single date or three-day range
 - If the patron is unsure, ask them to return when they have a date selected.


Using A Single Date

Library staff should write the **date** the patron intends to visit a state park system property.

DEPT. OF NATURAL RESOURCES
Library Daily Admission Sticker

Wisconsin State Parks and Forests
Check Out Wisconsin
State Parks At Your Library
Date Valid:
4/25/2025

Form 9400-012 (9/24)



Wisconsin
Department of Natural Resources

Place this pass on the driver's side
front corner of the dashboard.

Pass not valid if blank or amended.


Using A Three-day Range

Library staff may write a **three-day date range** on the pass. The patron must then **circle the date** they will use the pass and **cross through** remaining two dates.

DEPT. OF NATURAL RESOURCES
Library Daily Admission Sticker

Wisconsin State Parks and Forests
Check Out Wisconsin
State Parks At Your Library
Date Valid:
4/25 ~~4/26~~ ~~4/27~~

Form 9400-012 (9/24)



Wisconsin
Department of Natural Resources

Place this pass on the driver's side
front corner of the dashboard.

Pass not valid if blank or amended.