

LOUTIT DISTRICT LIBRARY NON-RESIDENT LIBRARY CARD POLICY

As a member of the Lakeland Library Cooperative, the Loutit District Library must comply with certain cooperative policies. The cooperative has adopted a policy addressing persons who are not residents of a legal service area of a member library.

As part of the cooperative non-resident policies, each participating member “may make available to non-residents, per its own local policy, a card restricted to use only at that library.” A copy of these policies is attached. In fairness to the taxpayers who fund the library, provision must be made to ensure that everyone who wishes to check out materials from the library contributes equitably to its operating costs.

The library will issue a non-resident card to persons living outside the areas served by the cooperative. The person must provide proof of a permanent address and picture identification such as a driver’s license or state-issued identification card. The person must complete a library registration card and abide by the borrowing regulations of the library.

The annual cost of the non-resident card will be determined by a resolution of the Library Board of Trustees. This amount will be reviewed upon the adoption of the annual budget for the library. The non-resident card will be issued on a yearly basis from January 1 through December 31. The cost will be pro-rated for the 6 months from July 1 through December 31. The pro-rated fee may be reviewed by the Director or Assistant Director on a case by case basis.

Non-resident cardholders may:

- borrow materials from Loutit District Library;
- place holds on Loutit District Library materials.

Non-resident cardholders may not:

- borrow materials from other Lakeland member libraries;
- place holds on materials from other Lakeland member libraries;
- request materials outside of the Lakeland Library Cooperative through interlibrary loan services;
- download or stream electronic materials, as restricted by the library vendor’s licensing agreement;
- access licensed databases as restricted by the library vendor’s licensing agreement.

Patrons wishing to borrow materials from another Lakeland member library may apply for a non-resident card from that library.

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Revised: January 4, 2012

Revised: July 10, 2018

LAKELAND LIBRARY COOPERATIVE
NON-RESIDENT POLICIES
2014 REVISIONS

Non-Resident Policies

Lakeland's member libraries participating in the Shared LLC ILS are making a significant investment of their taxpayers' money in the development of a first-rate library system. In fairness to the taxpayers who fund the system, provision must be made to ensure that everyone using the system is contributing equitably to its operating costs.

Toward that end, it is the policy of the Lakeland Library Cooperative Board that nonresidents be given access to the resources of Lakeland's member libraries in accordance with the following rules and regulations, and that all Lakeland members shall enforce these rules and regulations in a complete and consistent manner.

NR 1.0 Definitions

- 1.1 Participating Library. A Lakeland member library participating in the Shared LLC ILS or a stand-alone online system that provides for resource sharing, access to their catalog, checkout and placing holds.
- 1.2 Legal Service Area/Contract Service Area. The boundaries recognized by the Library of Michigan as comprising the service area for a given library.
- 1.3 Non-Resident. Anyone living outside the legal or contract service area of a participating library. (Exception: Any member library may recognize someone as a resident if they own property within the legal or contract service area of that library.)

NR 2.0 Non-Resident Cards

- 2.1 Each Participating Library may make available to non-residents, per its own local policy, a card restricted to use only at that library with the Lakeland universal nonresident barcode prefix "2 0000" or for a stand-alone library their non-resident card prefix.
- 2.2 Each Participating Library may set its own fee for non-resident card, with the proceeds from such fee being retained by that library.
- 2.3 Each non-resident registered for a non-resident card may be allowed to place holds for pickup only at that library on materials owned by that library.
- 2.4 Non-residents may obtain cards at as many participating libraries as they wish, paying applicable fees at each library. Each non-resident, however, shall have only a single patron record in the Shared LLC ILS. Libraries at which the non-resident has borrowing privileges will be noted on the back of the patron's card.
- 2.5 Responsibility for materials borrowed using a non-resident card rests with the library at which the materials are checked out unless the registering library has not identified that patron as a non-resident according to NR 2.1 above.

In that case, the registering library will be financially responsible to the owning library for any collection agency fees and lost or damaged materials.

2.6 Each non-resident card will expire no more than one (1) year from the date of issue. Participating libraries will decide whether or not to pro-rate any fees collected for cards issued throughout the year.

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