

## LOUTIT DISTRICT LIBRARY Non-Resident Library Card Policy

As a member of the Lakeland Library Cooperative (Cooperative), Loutit District Library (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 pictured 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 media, such as eBooks, 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.

The Non-Resident Library Card Policy previously adopted on February 24, 2009 is repealed.

Adopted by the Loutit District Library Board of Trustees on January 4, 2012.

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Mary Jane Belter, Secretary