

## Circulation Policy 201

### **Non-Resident Policy**

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The Spring Lake District Library issues a non-resident library card to individuals living outside the Spring Lake District Library service or contract area that do not qualify for a no-fee full service library card as described below. The fee for a non-resident card is determined by dividing operating millage income by the number of residents in the library district, rounded up to the nearest whole dollar.

The Spring Lake District Library does not honor non-resident cards originating at other libraries unless a non-resident card has been purchased at Spring Lake District Library and a SLDL non-resident sticker is on the back of the cardholder's non-resident library card.

#### Non-resident Property Owners

A person who does not reside in the Spring Lake District Library Service area, but who owns and pays taxes on property within the Spring Lake District Library service area is eligible for a no-fee full service library card regardless of whether or not they hold a library card from their home library in the Lakeland Cooperative.

The non-resident to whom a no-fee full service library card is issued must be an individual owner, partner, member, principal stockholder, or joint owner of taxable property within the library service area. If the parcel of land is owned by a corporation, limited liability corporation, partnership, or trust, one individual must be designated as the library borrower's card holder.

Only one no-fee full service card is issued per parcel of land. Only one such card is issued to a particular non-resident applicant, regardless of the number of parcels of land owned by the individual.

In addition to the proofs of identity and residence required for the general issuance of library cards, non-resident applicants for the no-fee full service card must show a copy of a current tax bill, tax receipt, or assessment notice for the property. Persons buying property on a land contract, who do not have a tax bill in their name, so must show a copy of the land contract.

Annual renewal by a non-resident of a no-fee full service card is required and entails providing the same proofs of identity, residence, and ownership as the original issue of the card. A non-resident renewing such a card who has not brought proof of ownership may check out a maximum of three items and a stop will be put on the card requiring proof be provided or authorization of the Library Director or Circulation Supervisor before the card may be used again.