

Non-Resident Policy

Number: 406

Section: Public Policies & Procedures

Adopted: Board Approved: 9-12-07

The Northeast Ottawa District Library is a member of Lakeland Library Cooperative and complies with the Lakeland Library Non-Resident Policies regarding the issuance of library cards to persons who are not residents of a legal service or contract area served by any member of the Lakeland Library Cooperative.

The Northeast Ottawa District Library issues a non-resident local use card to non-residents living outside the service or contract area served by any member of the Lakeland Library Cooperative who do not qualify for a no-fee full service library card as described below. The fee for a local use non-resident card is based on a formula dividing the annual operating cost by the number of households in the library district.

Non-resident services do not include interlibrary loan services, nor does the Northeast Ottawa District Library honor non-resident cards originating at other libraries. Local use non-resident card holders may obtain expanded library services by purchasing a Lakeland Library Cooperative System Interloan Non-resident Card. Lakeland cards are issued following the provisions of Lakeland Library Cooperative Non-Resident Policies.

Non-resident Property Owners

A person who does not reside in the Northeast Ottawa District Library Service area, or in the service or contract area served by any member of the Lakeland Library Cooperative, but who owns and pays taxes on property within the Northeast Ottawa District Library service area is eligible for a no-fee full service library card.

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 must show a copy of the land contract.

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NORTHEAST OTTAWA DISTRICT LIBRARY

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 before the card may be used again.

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