

Non-Resident Library Card Fee Policy

Number: 406.1

Section: Public Policies & Procedures

Adopted: Board Approved 9/12/07

Local-Use Non-Resident Card Fee:

The Northeast Ottawa District Library will issue cards to non-residents. The definition of a non-resident patron shall be any person residing outside of the Lakeland Library Cooperative (LLC) or patrons unserved by a member library in the Cooperative. All LLC procedures concerning opening a patron card shall be adhered to.

The Northeast Ottawa District Library non-resident card fee is \$50 per year, as approved at 1/17/07 board meeting. The fee for a local use non-resident card is based on a formula dividing the annual operating costs by the number of households in the Library district. Fee subject to annual review and revision.

Lakeland (System-Interloan) Use Non-Resident Card Fee:

- Non-residents who first obtain a NODL local-use non-resident card will have the option to upgrade the card to allow holds and interloans throughout the Lakeland system.
- The system-interloan non-resident card does not provide reciprocal borrowing privileges. It can be used for check-out only at libraries where the non-resident has obtained local-use privileges.
- Responsibility for materials borrowed using a system-interloan non-resident card rests with the library at which the materials are checked out.
- The initial fee for a system-interloan non-resident card shall be \$80 per year, subject to annual review and revision. This fee will be collected by the registering library and reported to Lakeland using the Universal payment form. (Lakeland will subsequently bill the registering library for the fees collected.) This fee shall be in addition to any local fees charged for the local-use non-resident card.
- Each system-interloan non-resident card will expire on September 30 of the year it is issued. The fee will be prorated on a quarterly basis for cards issued throughout the year. (Cards issued October through December will be \$80; cards issued January through March will be \$60; cards issued April through June will be \$40; cards issued July through September will be \$20.)

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