

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 non-residents 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 the Lakeland pink non-resident card restricted to use only at that library with the Lakeland universal nonresident barcode prefix "2 0000" if the library does not want to allow access to its digital resources. For libraries that want to offer access to digital resources, they may issue the standard Lakeland non-resident pink card with their local barcode affixed. For stand alone libraries a card that is a different color from their standard borrower card should be issued and be identified as a non-resident card.
- 2.2 Each Participating Library **shall set** its own fee for non-resident card, unless restricted by separate contractual agreement. The proceeds from such fee being retained by that library.
- 2.3 Non-resident borrower shall be able to borrow only materials owned by the local library from which the non-resident card was issued.

- 2.4 Non-residents may obtain cards at as many participating libraries as they wish, paying applicable fees at each library. Each non-resident card issued will have a separate record in the Shared ILS.
- 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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