

## **756 / Circulation**

### ***Non-Resident Library Cards***

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The non-resident card shall allow for borrowing privileges at all participating public libraries in the regional system. (The Library Board must annually take action on whether to provide library cards to non-residents and to participate in or opt-out of the non-resident reciprocal borrowing program).

Non-resident library cards for residents of unincorporated areas may be purchased on an annual basis. These cards entitle the holder to full use of the library and are issued to each family member living at the same address.

Effective June 1, 2003, the annual fee is based on the following Tax Bill Methods:

- Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence equalized assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- Non-Resident Renter: The library shall charge 15 percent of one months rent as the annual non-resident fee. The renter shall provide a current rent receipt or a cancelled rent check for verification purposes.

### ***Applying for a Non-Resident Library Card (from Illinois Public Act 92-0166)***

- A non-resident shall apply for a non-resident library card at the library closest to the non-resident's principal residence. Non-residents may also apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library which is physically closer may better serve the needs of the non-resident.
- If there are two or more public libraries in the school district in which the non-resident resides, the participating public libraries in such school district, in cooperation with the applicable regional library system, shall determine the appropriate library service area for non-residents to make application for a non-resident library card.
- If there is no participating public library in the school district in which the non-resident resides, the applicable regional library system that serves the school district shall, in cooperation with participating libraries in the general area of the school district, determine the non-resident service area. The factor to be used for determining a non-resident service area shall be the commonality of community interests that influence the activities of all the residents of the service area.

***Non-resident Cards for Kids***

Any student whose principal residence is not within a public library service area and who is eligible to receive free or reduced price lunches under the National School Lunch Program, as determined by the Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA) or the Community Eligible Provision of the USDA National School Lunch Program is eligible for a free non-residents library card.

When applying for a non-resident card, the qualifying student must present to the library documentation from the school or school district that indicates his/her eligibility for free or reduced-priced lunches.

All non-residents Cards for Kids shall have full borrowing privileges. Only the student is eligible for a library card under the Cards for Kids Act.

***Non-Resident Veteran – Homeowner***

A veteran with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with disabilities is entitled to a non-resident library card without a fee. Furthermore, an unmarried surviving spouse of a veteran who previously qualified for the exemption, as well as an unmarried surviving spouse of a service member killed in action are also entitled to a non-resident card without payment of a fee. The qualifying veteran or surviving spouse must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes.

***Non-resident Veteran – Renter***

The non-resident fee shall not apply to veterans with a service-related disability of at least 70% who do not own their principal residence and who reside outside of a public library service area. The veteran shall present documentation of disability of at least 70% from the U.S. Department of Veterans Affairs when applying for their non-resident card. The surviving spouse of a deceased disabled veteran who previously had the fee waived would not be eligible to have the non-resident fee waived after the death of the veteran.

Qualifying veterans or surviving spouses must present documentation from the county where they reside that indicated their residence is exempt from paying property taxes.

All non-resident cards for veterans shall have full borrowing privileges.

See also Policy 758, *Nonresident Taxpayer Cards*.

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