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Non-Resident Library Cards

A person who resides 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 equivalent borrowing privileges at all participating public libraries in the regional system. (The Library Board must annually act 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 either be purchased on an annual basis or a quarterly basis. These cards entitle the holder to full use of the library and are issued to each family member living at the same address.

If a resident of an unincorporated area chooses to pay an annual fee, that rate will be determined 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 month's rent as the annual non-resident fee. The renter shall provide a current rent receipt or a cancelled rent check for verification purposes.

If a resident of an unincorporated area chooses to pay a quarterly fee, that rate will be determined by 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. This rate will be divided by 4. The same process to determine the fee will be repeated at renewal.
- **Non-Resident Renter:** The library will charge 3.75% of one month's rent as the quarterly non-resident fee. The renter shall provide a current rent receipt or a cancelled rent check for verification purposes. The same process to determine the fee will be repeated at renewal.

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 **their** 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

Per Illinois Public Act 101-632, 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-resident 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 their eligibility for free or reduced-priced lunches. Students who are homeschooled or otherwise may not have documentation from their local school or school district. In this instance, they must present documentation that they are eligible for some sort of government-provided benefit or public aid. Eligible examples include SNAP, WIC, and Section 8 documentation as well as a school referral.

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

Non-Resident Veterans or Surviving Spouses

Four distinct situations qualify as a "Veterans Disability Exemption" in Section 3050.60 (d) of the Illinois Administrative Code [23 Ill. Adm. Code 3050.60 (d)], q.v., two for veterans and two for surviving spouses, as follows:

- Veterans with a service-connected disability of at least 70% who are exempt from paying property taxes on their primary residence, in compliance with the Disabled Veterans' Standard Homestead Exemption [35 ILCS 200 / 15-169]. Such veterans must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes.
- Unmarried surviving spouse of a veteran who qualified for this exemption before death. Such surviving spouses must present documentation from the

county where they reside that indicates their residence is exempt from paying property taxes.

- Unmarried surviving spouse of a service member killed in the line of duty. Such surviving spouses must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes.
- Veterans with a service-connected disability of at least 70% who do not own their principal residence and who reside outside of a public library service area. Such veterans shall present documentation of at least 70% disability from the U.S. Department of Veterans Affairs when applying for their non-resident card. Such non-resident veterans or surviving spouses are considered "qualifying non-resident veterans." A "veteran" is defined in Section 3050.10 of the Illinois Administrative Code as "an Illinois resident who has served as a member of the United States Armed Forces on active duty or State active duty, a member of the Illinois National Guard, or a member of the United States Reserve Forces who has received an honorable discharge" [23 Ill. Adm. Code 3050.10]. In addition to the requirements outlined in Section (11), below, when applying for a non-resident borrower's card, qualifying non-resident veterans must present documentation from the county where they reside that indicates that their residence is exempt from paying property taxes and/or documentation of at least 70% disability from the U.S. Department of Veterans Affairs. Only qualifying non-resident veterans or surviving spouses as individuals (as opposed to households) are eligible to receive a non-resident borrower's card.

See also Policy 758, *Nonresident Taxpayer Cards*.

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