
NON-RESIDENTS (Unserved Area Borrowers)

Issue Date: 1/1/98
Reviewed: 7/13/09

The Library Board must set and charge a fee for a local Library card to an Indiana resident who is not a resident of the Library district who apply for the cards. The Board of Trustees will review the registration fees for Library services each December for the following year.

The non-resident fee by law, IC 36-12-2-25 and IC 36-12-25(c), states "...The minimum fee that the board may set under this subsection is the greater of the following: 1. The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state Library's annual "Statistics of Indiana Libraries". 2. Twenty-five dollars (\$25)".

Therefore, to determine the non-resident individual fee, the total operating expenditures estimate from the year-end closing is divided by the total resident population in the Library district. That cost, rounded to the nearest dollar, is used by the Board as a guide for the minimum level in setting the non-resident individual card.

To determine the non-resident family fee, multiply 2 ½ times the total operating expenditures estimate per capita. That cost, rounded to the nearest dollar, is used by the Board as a guide for the minimum level in setting the non-resident family fee.

A full year card may be purchased at any time. Non-residents interested in using only our Library may also have the option of prorating this fee into four-month periods. There are no refunds.

The current fees are as follows:

Annual Individual Fee is **\$77.00**.

*Four Month Period Fee is **\$26.00**.

Annual Fee for Students (**Preschool - 12 Grade) and Senior Citizens (Age 65 and older) is **\$39.00**.

*Four Month Period is **\$13.00**.

Annual Family Fee is **\$193.00**.

*Four Month Period Fee is **\$64.00**.

*A four-month card may be purchased during any month of the year and expires in four months.

A full year non-resident card expires one year after purchase. Renewals will not be accepted before the stated expiration date. A four-month card expires in four months.

****Pursuant to Indiana Law IC 36-12-2-25 (c) and IC 36-12-2-25(d) A library board may charge a reduced fee or not charge a fee for a local library card under subsection (d) that is issued to an Indiana resident who is: (1) a student enrolled in a public school corporation that is located at least in part in that library district; and (2) not a resident of that library district." Also (e) "A library board may charge a reduced fee or not charge a fee for a local library card under subsection (c) that is issued to an Indiana resident who is a student enrolled in a nonpublic school that is located at least in**

part of the library district.” (Per Indiana State Board of Accounts, Student is defined as a person enrolled in Kindergarten through 12th grade)

Proof of enrollment in the school will be furnished either through a letter from the school administrator or a school photo ID card.

Non-residents 18 years and older can choose to have all library notices sent to their email address instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address. The cardholder is responsible for all fines and fees incurred on the card even in the event that an email notice or postal notice is not received by the cardholder.

PUBLIC LIBRARY ACCESS CARD (PLAC)

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The Public Library Access Card allows the holder to access all public libraries in the State of Indiana.

A patron in “good standing” at his/her home library, holding a valid Resident or an adult Non-Resident library card, qualifies to purchase an annual individual PLAC at the fee set by the Indiana Library and Historical Board. Notification of the rate for the following year arrives in October and is based upon forty percent (40%) of the current average operating fund expenditure per borrower by all public libraries as reported annually by the Indiana State Library. No partial year or discount cards at family, student, or senior citizen rates are available. PLAC card holders 18 years and older can choose to have all library notices sent to their email address instead of receiving the notices through standard postal mail. The card holder is responsible for notifying the library of any change in email address. The card holder is responsible for all fines and fees incurred on the card even in the event that an email notice or postal notice is not received by the card holder.

The Warsaw Community Public Library will collect the fee for the PLAC **according to the current cash handling policy**. The PLAC is issued for twelve months from the date of application of the card. The PLAC card fee is set annually by the Indiana Library and Historical Board.

A PLAC expires twelve months from the date of issue.

Card holders are allowed to check out all circulating materials, including books, DVD's, music, and audio books. PLAC borrowers are not eligible for Interlibrary Loan service through Warsaw Community Public Library. Patrons needing ILL service should go through their home library.