

## Resident/Non-Resident Library Card Issuance Policy

Residents of the Library district support the Library through taxes. A Warsaw Community Public Library card will be issued to individuals applying for the student or individual cards. The applicant must show proof of residence within Wayne Township, which includes the City of Warsaw, the Town of Winona Lake, and the Plain Township Airport area, and be at least 5 years old. The card is only valid at this Library and may not be used at any other public library. (The only exception would occur if the Warsaw Community Public Library Board and another library created a local agreement contract.) Resident library cards are valid for one year and must be renewed annually.

A temporary seven day card can be obtain through the WPCL website. Once the form is completed, the applicant has seven days to come into the library and have the temporary card exchanged to a regular library card. See below for instructions on obtaining a regular library card.

With a current Library card in good standing, a resident has access to materials offered by the Library as long as the rules and policies of the Library are respected. Residents 18 years and older can choose to have all library notices sent to their email address or through SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

No library cards will be issued for an applicant(s) if a family member at the same residence has a current library card with an active Collection Block (owes \$25.00 or more). All Collection Blocks must be paid to a zero balance before another library card will be issued to a family member living at the same residence.

**Effective July 1, 2010 pursuant to the provision of IC 36-12-2-25 (HB 1086) which will then be in effect, the library director is hereby authorized to issue free library cards to current library employees and to develop rules and procedures regarding issuance and regulation of the use of cards.**

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 applies for the cards. The Board of Trustees will review the registration fees for Library services yearly.

**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)." In 2016, HB1273 "requires a library to prorate the cost of a library card that is valid for less than one year." (Effective July 1, 2016)**

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. There are no refunds.

The current fees are as follows:

Annual Individual Fee is \$96.00.

Annual Family Fee is \$240.00.

Part-Year Individual Fee is \$24.00.

A full year non-resident card expires one year after purchase, while a part-year non-resident card is valid for 3 months after purchase. Renewals will not be accepted before the stated expiration date.

**\*\*Pursuant to Indiana Law IC 36-12-2-25 (c) and IC 36-12-2-25(d), IC 36-12-2-25 (e): “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.” In 2016 the legislature in HB1273 “authorizes a library to issue library cards at no charge to college students who attend a college in the library district.” (Effective July 1, 2016)**

Nonpublic school has been defined by Indiana case law as a private, parochial, or home school. The local public school Corporation is the Warsaw Community School Corporation which encompasses Clay, Lake, Plain, Prairie, and Wayne townships. Students living in Clay, Lake, Plain, or Prairie townships who attend either Warsaw Community Schools, a private, parochial, or home school located in these townships are eligible for a free student non-resident library card. People living in other townships who choose to send their children to WCS may also get a student card, but will need to show either their student ID or a letter from their school Administrator.

**Per Indiana State Board of Accounts, Student is defined as a person enrolled in Kindergarten through 12<sup>th</sup> grade. IC 20-33-2-7 establishes a statewide entrance eligibility date for public school kindergarten and stipulates a student residing in Indiana be at least five years of age on or before August 1.**

Proof that their current address is in one of the townships listed above is required. Valid college ID for the current year is required.

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

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