

# PORTAGE DISTRICT LIBRARY

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## Resident / Non-Resident Policy

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The following groups of people are entitled to free library cards:

1. Any person who resides within the Portage District Library boundaries. (Defined as within the corporate limits of the City of Portage and within the Portage Public School District.)
2. Any person who pays real or personal property tax within the Portage District Library boundaries (as described above).
3. Any business and/or institution located within the boundaries of the Portage Library District may be issued a library card in the name of that business.

NOTE: The non-resident fee for senior citizens (62 yrs. and older) is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.

Any person who does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident card is good for one year from date of issuance and entitles the patron to all services of this library, without restriction. The cost is calculated annually and is the “Cost of Service (which is the library’s total operating budget less the building debt) divided by the current number of cardholders.” As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is then reported to the Library Board. The non-resident card may be issued to each member in a living unit without regard to family relationship. The person in whose name the card is issued is responsible for any fines, losses or fees assessed against the non-resident member.

Library cards, resident and non-resident, will be issued only upon verified identification and mailing address of the person requesting the library card, or their parent/guardian. In order of preference, one of the following items of identification is required:

1. Valid Michigan Driver’s License
2. Valid State Identification Card
3. Valid Voter’s Registration Card
4. Valid Portage Public School I.D. Card

In rare instances, if the above identification is not available, another valid government issued document may be used as identification; the library card will then be mailed to the individual at the given address. In the case of children who do not have a student I.D. from a Portage school and are not accompanied by a parent/ guardian, an alternative form of registration will be offered.

