

Policy and Procedure Manual	Section B 9.1
Public Policy Circulation Policy Non-Resident Cards	Issued : August 16, 1999; Amended November 21, 2005 Approving Authority: Board of Library Trustees

### Non-Resident Cards

The Orland Park Public Library provides a library card for purchase by people living outside the library's jurisdictional boundaries. The jurisdictional boundaries of the Orland Park Public Library are the same as the jurisdictional boundaries of the Village of Orland Park. Non-resident cards are valid for one year from the date of purchase. Individual cards may be issued to all members of the immediate family residing at the same address.

A. Privileges

This card shall entitle the cardholder to all services provided by the Orland Park Public Library, including reciprocal borrowing.

B. Fees

The fee shall be determined by the tax bill method, where the library's current tax rate is multiplied times the equalized assessed valuation appearing on the applicant's most recent tax bill.

Non-residents who do not have a tax bill, i.e. those who rent or new property owners without tax bills may purchase a one-year card for a fee established by the Library Board in its sole discretion.

C. Refunds

Refunds will be given only to non-resident cardholders who are moving into the Village of Orland Park and have more than three months left on their current non-resident cards. Such cardholders must provide proof they own property or reside in the Village of Orland Park. Proof may consist of a tax bill, lease, rental agreement, or other formal document.

**Adopted by the Library Board of Trustees on August 16, 1999; amended November 21, 2005**