



OPERATIONAL POLICIES

POLICY 3.3 LIBRARY SERVICE TO NON-RESIDENTS

Need for This Policy:

To advise non-district residents of certain restrictions that may apply to their borrowing of materials and use of services. Non-district residents include REGULAR, TEMPORARY, and OUTSIDE MVLS/SALS card holders.

Policy:

Non-district residents have the following restrictions:

- Not permitted to borrow museum passes
- Not permitted to place holds on new materials
- May be denied borrowing of electronic content and devices

In addition, temporary residents are restricted to borrowing a total of two (2) physical items.

The Director or designee shall publish on the website the categories of materials that are restricted. At the discretion of the Director, residents of the District will be given priority registration for selected programs which require attendance to be limited.

Responsibilities:

It shall be the responsibility of the Director to ensure compliance with this Policy and to maintain and display an up-to-date list of restricted materials for patrons.

Initial Adoption Date: 1/10/1997

Modified Date	Description of Modification
9/19/2005	
6/20/2016	Definition of non-district residents: updated communication method for list of restricted materials.
3/21/2022	Updated restrictions
4/17/2023	Added devices to items that may be restricted