

Non-Resident Library Cards

Property Owner Card

A library card may be issued to someone who lives outside the Nappanee Library service area, but owns property within the Library's service area.

To obtain a card, the patron must present two forms of ID; one verifying their home address, and one verifying their ownership of the property. The preferred ID is their most recent receipt for property taxes paid. If this isn't available (for instance, if the property was recently purchased), a deed or mortgage document is acceptable.

Individuals who are not eligible for a Resident or Property Owner Card may apply for the following cards:

Teachers who live inside or outside of the Nappanee Public Library taxing district and are employed by a nonpublic/public school located at least partially within the Nappanee Public Library service district may receive a Nappanee Public Library Educational card free of charge. The card is valid for school and professional use at the Nappanee Public Library only.

Home School Families who live within the Nappanee Public Library service district may receive an Educational Card free of charge. The card is valid for school and professional use at the Nappanee Public Library only.

Appropriate professional identification is required (previous teacher privileges, school ID, paycheck stub, letterhead, curriculum invoice) in addition to a valid form of identification.

- Teachers have a 150 item limit, a four week checkout period and are not charged fines.
- A teacher card may not be used to check out materials for personal use.
- The card expires August 15 of each year.

Reciprocal Borrowers are customers who live within a library service district and whose home library participates in a Reciprocal Borrowing Agreement with the Nappanee Public Library and are in good standing with their home library. Currently, those libraries include **Elkhart, Bristol, Goshen, Middlebury, Mishawaka-Penn-Harris, Wakarusa, and the Indiana State Reciprocal List.**

These customers may receive a Nappanee Public Library Reciprocal Borrower Card free of charge. The card is valid for use only at the Nappanee Public Library.

Reciprocal Borrowers must present their home library card in addition to a valid form of identification.

Customers who live outside a library service district and choose to purchase a library card are not entitled to a Reciprocal Borrower Card. In order to use other libraries, these customers must purchase a PLAC card in addition to their fee card.

Each library sets its own policies on what may be borrowed through the reciprocal borrowing agreement.

NPL's Reciprocal Borrowers Policy

This service is meant to complement, not replace, the services of a home library.

- New DVDs and any equipment cannot be borrowed.
- Items cannot be placed on hold
- There is no access to e-media, online subscription databases or Interlibrary Loan.
- The card is valid for one year.

Homebound Cards allow for home delivery of library materials to individuals who are unable to visit the library due to limited mobility, disability or extended illness.

- Library materials checked out to homebound borrowers have an extended loan period.

PLAC is the name for the statewide library card, enacted by Indiana Code 4-23-7.1-5.1. PLAC Borrowers are Indiana residents who have purchased a Public Library Access Card (PLAC).

The PLAC program allows an individual to borrow materials from any public library in Indiana. A PLAC may be purchased from any Indiana public library.

Customers must present a valid home library card, in good standing, in order to purchase a PLAC. PLAC customers must present their PLAC card, in addition to a valid form of identification to obtain a Nappanee Public Library card.

- The cost of a PLAC card for 2019 is \$65 (set annually by the Indiana State Library)
- The card is valid for 1 year.
- Only printed materials can be borrowed.
- PLAC customers may not borrow downloadable audio books or eBooks.
- PLAC customers will not be provided with access to online subscription databases.
- Nappanee Public Library will not provide Interlibrary Loan service for PLAC customers.
- PLAC customers may not place items on hold.

Fee Cards are purchased by Indiana residents who live outside the Nappanee Public Library's service district. The Fee Card provides full access to the Nappanee Public Library.

- The current cost of a 2020 Family Fee Card is \$235 (set annually by the Nappanee Public Library Board of Trustees)
- Kids' Fee Card can be purchased for \$117.50 and provides access to materials in the Kids' Library only.

- Each member of the immediate family living in the same household may be issued a card.
- Fee card customers may borrow downloadable audio books or eBooks.
- The fee card is valid for one year.

Summer Cards are available for kids ages 18 and under living in an area without library service within the WaNee school district. Participation in our summer reading program is required.

- There is no cost for this card.
- Only printed materials can be borrowed.
- The card expires August 15 of each year.

Computer Use Cards are issued to non-residents for Library computer use only. Customers must agree to the Computer Use Policy and provide a valid form of identification.

A legal guardian or parent with a valid form of identification must sign a parental permission form (witnessed by a staff member) for kids between the ages of 11-17.

*Any updates and changes made to the Nappanee Public Library Card policy was approved on **January 23, 2020** by the Nappanee Public Library Board of Trustees.*

Resident Library Cards

The Nappanee Public Library serves the city of Nappanee, Union and West Jefferson Townships. In accordance with Indiana Code 36-12-2-25, individuals of all ages who reside or own real property within this service district are eligible for a Nappanee Public Library resident card.

Adults, ages 18 and older, must provide a current photo identification and proof of current physical and mailing address (if different) where mail may be received.

Kids, ages 5 to 17, must be accompanied by their custodial parent or legal guardian in order to apply for a library card. The parent or guardian must already have a Nappanee Public Library card and be linked to the Kids' library card as the person responsible for all fees, fines and payment for lost or damaged materials charged on the kids' library card.

Employees of the Nappanee Public Library will be issued a card for the duration of their employment.

Nappanee Resident Card holders in good standing are also eligible for reciprocal borrowing cards. Currently, those libraries include **Elkhart, Bristol, Goshen, Middlebury, Mishawaka-Penn-Harris, Wakarusa, and the Indiana State Reciprocal List.**

- Each library sets its own policies on what may be borrowed through the reciprocal borrowing agreement.
- Please check on what restrictions may apply before selecting materials.
- This service is meant to complement, not replace, the services of your home library.

The following forms of identification are acceptable for all card types:

- Valid Indiana Drivers license with current address
- Valid Indiana ID with current address
- Indiana Driver's Learner Permit with current address
- Consular ID with current address

In the absence of any of the above form of identification, the customer may also present one item from each of the lists below as acceptable forms of identification for a library card. **All items must be current and up to date.**

List 1

- Indiana Driver's License, ID, or Learner's Permit with the wrong address
- Alien ID card
- Birth certificate
- School ID card
- Immigration papers
- Medicare-Medicaid card
- Passport
- Social Security card
- Voter Registration card
- Workplace ID

List 2

- Bank statement
- Credit card bill
- Lease receipt
- Official Postal change of address verification.
- Paycheck stub with preprinted name and address
- Property tax receipt
- Rent receipt
- Utility bill



Nappanee Public Library

157 North Main Street
Nappanee, IN 46550

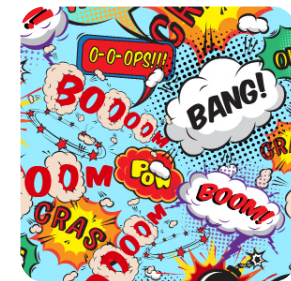
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