

Non-resident Borrowers Policy

The Mark Skinner Library is supported by property taxes paid by residents of the town of Manchester. Therefore, library borrowing privileges are available at no additional charge to residents of Manchester. Others may obtain borrowing privileges by paying a non-resident fee.

A resident shall be defined as anyone who owns property in Manchester whether or not that person lives in the property year-round and anyone who rents residential property in Manchester year-round. A non-resident shall be defined as anyone who lives outside of the corporate boundaries of the town of Manchester.

Non-resident Card Categories

The Mark Skinner Library will provide two categories of non-resident card: individual and household. A household fee will be assessed any time more than one family member borrows library materials, even if only one person actually visits the library. When applying for a household membership all members of the household must be registered at the same time.

The following categories of non-residents will be exempt from annual fees:

- Members of the Northshire Library Media Consortium. (All members of the faculty, staff and student body at both Burr and Burton Academy and the Manchester Elementary Middle School who do not reside in Manchester.)
- Volunteers who consistently contribute at least 5 hours of service per month to the library.

Fees

The Board of Trustees will annually set non-resident fees for the library's upcoming fiscal year after Town Meeting when the library's level of municipal funding has been approved by the voters. Fees will be set after the Board has determined that those fees reflect a fair value for services. Non-resident fees will never exceed the per capita support Manchester residents pay through their property taxes. Non-resident fees will be listed in the library's fee schedule.

Non-resident fees may be paid by cash, money order or check payable to the Mark Skinner Library. Library cards will automatically expire one year after date of issue. Payments will not be accepted for less than one year, and there is no rebate for any unused portion of time.

Identification and Proof of Residency

Because the library has a responsibility to protect the Manchester taxpayers' investment, identification and verification of residency may be requested in order to obtain a library card. Identification can be established by the following:

- A current driver's license with a photo
- A school identification card with a photo
- Other valid picture ID issued by a governmental agency

If no valid picture ID is available, the library staff may accept other reasonable forms of identification that establish identity. A parent or guardian must assume responsibility for materials borrowed by children under the age of 10; therefore, it is the adult's identification that is required for that child.

Proof of residency may also be requested at the time of registration for a library card. The following items will be required to determine residency:

- For property owners, a current tax receipt, showing property taxes paid to the town of Manchester
- For renters, a copy of a utility bill or lease agreement
- Other documentation that the Library Director deems acceptable

Adopted by the Board of Trustees November 11, 2008