

Crawfordsville District Public Library

Short-term Resident Cards

There are organizations within the library’s district which provide short-term housing for qualified individuals. Individuals who currently reside in one of these housing options may be issued a Short-term Resident card, which expires 6 months after date of issue.

- Individuals must present current photo identification.
- Proof of residency may be established in one of three ways:
 - By postcard. A postcard will be sent to the residence and the prospective patron must present it to obtain the library card.
 - By letter from the business/residence. A dated letter on official letterhead stating the name (or names, if a family) of the person(s) residing there and the address of the business/residence may be presented to the library. The letter must include the signature and title of an official staff member of the residence.
 - If neither of the first two options is possible due to rules established by the residence, the Circulation Manager, Assistant Director, or Library Director may be able to work out an alternative solution with the residence staff.
- Due to the short-term nature of the residence, only 3 items may be checked out at one time on a Short-term Resident Card.

DULY ADOPTED by the Board of Trustees of the Crawfordsville District Public Library at its regular meeting held on the **15th day of October, 2020**, at which meeting a quorum was present.

NAY

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ATTEST: _____

Secretary, Board of Trustees

