

# Non-Resident/Burley Property Owner Policy and Procedure

## Policy:

A person(s) not living in the City of Burley but owns property and/or a business where they pay property taxes to the City of Burley are allowed to obtain one library card. The card will be issued under the name of the business/property owner as presented on the tax form.

The property or business owner may add up to four authorized users on the library account. Authorized users may include part owners, and minors living in the home of the owner(s).

The business is liable for any loss, damage, overdues, fines, or liability of any kind regardless of who uses the card.\*

\* This applies to all user accounts.

## Procedure:

### New Card

#### Required Documents and Contact Information

- Tax receipt (obtained from county offices)
  - This may be in a person's name, business name, or a trust
  - Account will be named with the full name on the tax receipt.
- Current photo ID
- Completed Ownership document
- Address of property owner (not the address of the property or business)
- Email and phone number of property owner (not the email or phone number of business)
- Add up to four authorized users as listed by property owner (no contact information is required for authorized users) NOTE: See above for who can be an authorized user.

User profile in Sirsi is PropOwner (This is a year card and acts like a Resident card)

Tax receipt should be scanned and saved to the correct location. Give the original back to the property owner. Save file as LastnameFirstname\_todaysdate (12.12.22)

Current tax receipts are issued each December (or June if the property owner pays taxes in 2 semi-annual payments).

Property owners will need to fill out a library signature card only once unless business ownership or property ownership changes.

**Card Renewal Required Documents**

- Library card
- New tax receipt
- Confirm address, email, and phone number
- New completed Ownership document
- Changes to authorized users

After completing review and any updates please shred the old Ownership document.