

## CONRAD PUBLIC LIBRARY POLICY: CIRCULATION

### LIBRARY CARDS

A library card is necessary to checkout books and materials from the Conrad Public Library that is funded by Pondera County property taxes.

All current residents or property owners in Pondera County may obtain a free library card by completing an application and providing two (2) types of identification, a photo ID and proof of address (an unexpired Montana Driver's License with a current street address will satisfy both requirements), to a librarian.

Children (ages 5-18) may obtain a free student library card by completing a student application with signed consent from a parent or guardian that has a current library card. Student accounts will only be permitted to checkout up to ten (10) items at a time and cannot borrow DVDs or devices. The parent or guardian shall assume full responsibility for all materials borrowed by his/her dependents on the combined account.

Montana residents, that do not pay Pondera County property taxes, may purchase a library card by completing an application and providing two (2) types of identification, for an annual fee of twenty dollars (\$20) and will only be permitted to checkout five (5) items at a time.

A group (such as a daycare center, preschool, school classroom, assisted living facilities, nursing homes, and the like) may obtain a free group library card by completing an application with signed consent from an authorized representative. The authorized representative shall assume full responsibility for all materials borrowed.

All patrons are responsible for informing the Library of any changes in address and contact information, and library card accounts may need to be updated/confirmed periodically. Also, every patron is responsible for immediately reporting to the Library when his/her library card is lost or stolen. Patrons will be charged a replacement fee of one dollar (\$1) for a new library card.

Circulation privileges are limited for new patrons. A maximum of five (5) items at once and no devices may be checked out until six (6) months of appropriate account history has been established.

A library card shall be terminated if it is not used at least once in five (5) years.

### BORROWING

The Conrad Public Library provides patrons with a "fine free" environment for all library materials. That is, patrons will not be charged daily late fines on items borrowed. However, certain fees may be assessed for various circumstances.

Library materials may be checked out for twenty-eight (28) days, with some exceptions: DVDs for seven (7) days, audio CDs for fourteen (14) days, and devices for fourteen (14) days. If another patron has not requested a hold on an item, the checkout period can be renewed up to two (2) more times by contacting the Library. Patrons have seven (7) days to checkout holds once they become available.

When a patron checks out materials, he/she is expected to return each item on or before its due date, directly to the front desk or in the outside book drop, or library checkout privileges shall be suspended. If an item is not returned to the Library by the due date, a grace period of twenty-eight (28) days will be given with overdue notice(s), and after that it is considered lost and the patron will be expected to pay in full the purchase price of the item, plus any processing and/or recovery fees.

Patrons shall also be responsible for any items they lose or damage beyond reasonable repair. When that happens, a patron will be expected to pay the full purchase price of the item, plus any processing and/or recovery fees. If missing materials are found by the patron after costs/fees have been collected, the costs/fees cannot be refunded.

A patron may claim a material has been returned to the Library, even though it cannot be found by the librarians. If the item cannot be located by the librarians after twenty-eight (28) days, the item is considered lost and the patron will be expected to pay in full the purchase price of the item, plus any processing and/or recovery fees.

Patrons with overdue materials shall have his/her library card account suspended until fees have been paid in full or have been satisfied with the Library Director.

A patron may replace a lost or damaged item within an acceptable timeframe, all at the Library Director's discretion, and the costs/fees described will not be assessed and the library card account will be reinstated.

#### INTERLIBRARY LOANS

A patron may utilize a state-wide Interlibrary Loan (ILL) sharing program when needed. Patrons are limited to three (3) interlibrary loans per month, unless special circumstances exist. The patron may borrow requested materials for as long as the lending library allows. Borrowed materials must be returned by due date, unless a renewal is requested and granted by the lending library. For this service, the patron is responsible for paying any postage required and for any fees/loss to the lending library.

Patrons with overdue materials at the Conrad Public Library will not be allowed interlibrary loan privileges.

#### CONFIDENTIALITY

The Conrad Public Library supports every patron's right to have his/her library records and privacy remain confidential, and shall adhere to the "Montana Library Records Confidentiality Act", Montana Code Annotated § 22-1-1101 through 22-1-1111. Aggregate statistics about library programming, computer use, materials circulation, and the like are collected and reviewed in order to improve and expand services; these statistics do not contain personal identifying information.

Approved by the Conrad Public Library Board of Trustees: January 21, 2021