

CONRAD PUBLIC LIBRARY

POLICY: CIRCULATION

LIBRARY CARDS

A library card is necessary to check out books and materials from the Conrad Public Library and its digital content platforms.

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

Children of Pondera County residents (ages 5-18) may obtain a free library card by completing a juvenile account application with signed consent from a parent or guardian. The parent/guardian shall assume full financial responsibility for all materials borrowed by their dependent(s).

Adults who do not reside in or pay Pondera County property taxes may purchase a library card for an annual fee of twenty dollars (\$20.00).

An organization located in Pondera County (such as a daycare center, assisted living facility, etc.) 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 contact information and for reporting any lost or stolen library card. Library card accounts may need to be updated/confirmed periodically in order to maintain borrowing privileges, both physical and digital. 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 library materials. That is, patrons will not be charged daily late fines on items borrowed. However, certain fees may be assessed for various circumstances, such as damage or loss of items. Accounts with overdue materials and/or incurred fees shall be suspended until cleared.

Organizations will be permitted to check out up to thirty (30) items, adults up to twenty (20) items, and juveniles up to ten (10) items at a time. Juveniles may not borrow devices.

Physical library materials may be checked out for twenty-eight (28) days, with the exception of devices, which may be borrowed for fourteen (14) days. If another patron has not requested a hold on an item, the checkout period may be renewed up to two (2) more times. Devices will not be renewed, but patrons may request to be placed on a waiting list. Patrons have seven (7) days to check out items on hold once they become available.

When a patron checks out materials, they are expected to return each item on or before its due date, directly to the circulation desk or in the exterior book drop at the back of the library. 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 notices. After that, it is considered lost and may incur fees.

Patrons shall be responsible for any items they lose or damage beyond reasonable repair. Should that occur, 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.

Mobile hotspots that are not returned by the designated due date may have internet service suspended. Should a hotspot go through the suspension process, the patron will be charged a ten dollar (\$10.00) suspension fee.

INTERLIBRARY LOANS

The Conrad Public Library, on behalf of a patron, may request to borrow an item from a different library through interlibrary loan (ILL) service. A patron may borrow requested materials for as long as the lending library allows and is responsible for any incurred fines from the lending library. Borrowed materials must be returned by the due date unless a renewal is requested and granted by the lending library.

Patrons may be charged for postage on received interlibrary loans. Patrons with overdue materials will not be allowed interlibrary loan privileges.

CONFIDENTIALITY

The Conrad Public Library supports all patrons' rights, including those of minors, to have their 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: October 14, 2021

Amended: April 17, 2025

Revised: November 20, 2025