

## **CIRCULATION POLICIES**

### **BORROWER'S CARDS**

Because the Library is supported by Bozeman City and Gallatin County taxes, identification giving current street address in Gallatin County is required in order to get a borrower's card. Forms of identification include a:

- driver's license;
- fishing or hunting license;
- a piece of mail addressed to the individual's street address (post office box will not be accepted);
- vehicle registration indicating registration in Gallatin County;
- property tax statement;
- listing in the phone directory;
- rent receipt: or
- checking account/check blanks with a Gallatin County street address.

The Library can also send a postcard to the current street address to be used for identification. MSU students may use a MSU identification card but must also provide a permanent address. Temporary borrower's cards are available to patrons who are staying in the area for at least 6 weeks. Patrons must provide a local address (piece of mail or the Library can send a post card to the local street address) and a permanent address to obtain a temporary card. Temporary cards are valid for three months. Residents outside Gallatin County may purchase a library card for an annual fee of \$45.00.

The replacement fee for a lost card is \$1.00. Borrowers are responsible for informing the library staff of a change of physical and/or email address. Borrowers are responsible for abiding by all library policies, including responsibility for all library materials charged out on their cards and for lost materials and fines.

### **LOANS AND RENEWALS**

DVDs, Videos, Music CDs, Children's Holiday books, and magazines check out for seven days. The most current issue of adult magazines will be non-circulating. All young adult magazines circulate for 7 days, and all children's magazines circulate for 28 days. New adult fiction and nonfiction circulate for 14 days. The Reference collection and the Montana Room collection are non-circulating. All other items will circulate for 28 days, including the Professional Collection and Interlibrary Loans. All items checked out through Special Delivery circulate for 28 days. Book Club Kits circulate for 6 weeks with no renewals.

Library materials may be renewed two times, either in person, by phone, or by accessing the Library website, if there are no holds on the item. An unlimited number of items can be checked out except for Playaways (2); DVDs, CD Books, and Children's Holiday books (5).

## **EXTENDED USE FEES**

An extended use fee of .10 will be charged for each day an item is late. There is no grace period. The maximum extended use fee is \$10.00 per item. Extended use fees for Interlibrary Loan will be .50 per day.

## **NOTIFICATION TO PATRONS OF LATE MATERIALS/SUSPENSION OF LIBRARY PRIVILEGES**

Patrons are notified by e-mail one day prior to the due date. If no e-mail address is available, notification will be by mail when materials are three days late. If items are not returned, a second e-mail notification is sent five days after the materials are due. A mailed notice is sent when materials are 14 days past due. A final notice is generated when library materials are four weeks late. At this time materials are assumed lost, and the patron is billed for the materials. After this notice patrons will be notified by phone and given seven days to return the item. Items not returned within 45 days of overdue dates will automatically be referred to Unique Management Collection Agency under the following conditions: Patrons with one lost item with a replacement value of \$20.00 (includes \$5.00 processing fee) or more will be contacted by Unique Management. A \$10.00 referral fee from Unique will be attached to the patron record along with the replacement fee and the \$5.00 processing fee per item. Patrons with fines or replacement charges over \$10.00 will have privileges suspended until the fees are under \$10.00.

## **LOST MATERIALS**

Materials reported lost must be paid for within a month after the report is made. Borrowing privileges will be withheld until the bill is paid. The price of the lost item will be the standard price value as set by the Library. Patrons have the option to replace the exact item in lieu of payment, but must get approval from a librarian prior to purchasing a replacement. A \$5.00 processing fee will also be charged for each item.

If an item is reported lost and paid for but later found and returned, a refund will be made if the material has not been replaced or reordered and no more than three months have elapsed since it was paid for. The \$5.00 processing fee will not be refunded.

## **CHARGE FOR COPIES**

Patrons can photocopy materials for a fee of 10 cents a page for letter and legal size paper and 20 cents for 11x17" size paper. Patrons may print from the Internet, other computer databases and microfilm. The first five pages are free. There is a fee of 10 cents for each additional page to be paid at the Circulation Desk or Computer Services Desk. Formatted disks and flash drives are available for purchase at the Computer Services Desk. A public fax machine is available on the second floor for sending faxes only; there is a fee to send a fax.

## CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The Bozeman Public Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the Library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

In compliance with Montana Code Annotated 22-1-1103 (see Appendix H), no information will be released to any person, agency, or organization, except to recover overdue materials through the release of information to parents, legal guardians, and the City Attorney's Office or in response to a valid court order or subpoena and properly presented to the Library Director, or if written permission to release and disclose library records is placed at the Circulation Desk. (See appendix H1).

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