

## **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 current driver's license or picture identification with a Gallatin County street address or P. O. Box in Gallatin County
- Identification showing current street address or P. O. Box, such as a checkbook, voter or vehicle registration for Gallatin County, fishing or hunting license, utility bill, property tax statement, rent receipt, listing in phone directory, lease agreement or a piece of mail addressed to the individuals street or P. O. Box
- MSU students may use a MSU identification card to apply for a library card. Students living in a dorm must provide a permanent address
- High school and middle school students 12 years and older can use a school identification card or a piece of mail addressed to their physical address or P. O. Box
- Children under age 12 can use a parent or guardian's identification. Children under age 12 must have a parent or legal guardian's signature in order to get a Library card
- The Library can also send a postcard to the current street address or P.O. Box

Residents outside Gallatin County may purchase a library card for an annual fee of \$45.00.

Library cards expire three years from the date issued. The replacement fee for a 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

The Bozeman Public Library is a member of the BridgerNet Sharing Group (Gallatin County Public Libraries) and Montana Shared Catalog. Loans and renewals are a standard practice per these organizations.

### Montana Shared Catalog Item Types

Item Description	Circulation rules shared with BridgerNet Sharing Group
Audio Recordings [CASSETTE]	Cassettes; 28 day circulation; shared/holdable
Book	Books; 28 day circulation; shared/holdable (includes professional collection)
Circulating CD	CDs; 28 day circ; shared/holdable
Circulating Magazine/Periodical	Circulating periodicals; 14 day circulation; shared/holdable
Downloadable Audio/Book	Digital materials – no circulation rule needed; 14 day
DVD	DVDs; 14 day circ; shared/holdable
Ephemeral Item (mass market paperbacks)	For ephemeral wizard use only; not shared
Non-circulating Magazine/Periodical	Non-circulating periodicals; 14 day circ with override; not shared
Map	Does not circulate; not shared
Microform	Does not circulate; not shared
Music Recording	Music; 14 day circulation; shared/holdable
New Book	New materials/Juvenile Holiday books; 14 day circulation; not shared
Reference	Non-circulating materials; 14 day circulation with override; not shared
Video Recording	VHS; 28 day circulation; shared/holdable

Item Description	Local circulation rules (not set by MSC)
Book (Not holdable)	Most Wanted collection; 14 day circ,not holdable; not shared
Playaways	Playaways; 28 day circ; shared/holdable
Computer	Computers; 2 hours,not holdable; not shared
EQUIPMENT	Equipment, except computers; 2 hours, not holdable; not shared
KIT	Book club kits; 6 weeks

Library materials may be renewed two times if there are no holds.

### 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 \$15.00 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. Patrons with fines or replacement charges over \$10.00 will have privileges suspended until the fees are under \$10.00.

## **LOST AND DAMAGED MATERIALS**

Materials checked out and four weeks overdue will automatically have the status set to Lost. Materials with a lost status must be paid for within a month of the status change. The price of the lost item will be the current retail value as set by the Library.

All circulating Library materials are inspected upon return. Materials deemed by library staff to be damaged will be assessed a damage materials charge. The charge will be the current retail price value as set by the Library. Items returned damaged, which can be repaired will be charged a \$5.00 fee.

Borrowing privileges for lost or damaged materials will be withheld until the bill is paid. If an item is reported lost and paid for but later found and returned, a refund will be made if no more than three months have elapsed since the item was paid for.

## **OTHER CHARGES**

Photocopying and printing are available. Patrons may print 5 pages for free. There is a fee of .10 for each additional page of black and white and .50 for color. Black and white photocopies can be made for .10 a page for letter and legal size, and .20 for 11x17". Charges for color photocopies are .50 for letter and \$1.00 for 11x17". An outgoing self-service fax kiosk is available with prices set by the vendor. Supplies such as headphones, CDs and flash drives can be purchased at our cost.

## **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](#) 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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