

Bozeman Public Library Circulation Policy

1. Mission.

The Bozeman Public Library (“Library”) creates opportunities that inspire curiosity, exploration and connection.

2. Vision.

The Library is the community cultural center that connects all Bozeman citizens to their neighbors and the world.

3. Purpose.

The purpose of this policy is to set criteria for the issuance of Library cards, establish circulation standards, and outline confidentiality of Library patron records. Standards include loan and renewal periods, notification of late materials and suspension of Library privilege.

4. Library Cards.

A Library card may be issued to any person, age 12 (twelve) and above, who provides a Gallatin County physical address on their Library card application and shows at least one form of identification when completing their application. If only a mailing address is provided, a physical address in Gallatin County will need to be provided before a permanent card is issued. Children under age 12 (twelve) may use their parent or legal guardian’s identification when completing their application. They must have their parent or legal guardian’s signature in order to obtain a Library card.

Forms of identification include:

- Current picture identification
- Identification showing the person’s name and 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 individual’s 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 residential address
- High school and middle school students 12 (twelve) years and older can use a school identification card or a piece of mail addressed to their physical address or P. O. Box

The Library is supported by Bozeman City and Gallatin County taxes, therefore, persons living outside Gallatin County may purchase an “out of county” Library card for an annual fee of \$10.00 (ten dollars). Out of County cards must be updated, in person, annually.

Exceptions to the annual fee include:

- Persons working in Gallatin County or Yellowstone National Park who provide a form of identification as outlined above, along with proof of employment within Gallatin County or Yellowstone National Park. Once identification and proof of employment are provided the person may be issued a free Library card with full privileges that will be valid for one year. Continued proof of paid employment will be necessary to renew this Library card for no fee

on an annual basis. All members of the employee’s immediate family may be issued a card with no fee.

Borrowers are responsible for informing Library staff of any change of phone number and physical, mailing, and/or email address. If at any time, mail is returned to the Library as undeliverable, a pause will be placed on the account until proof of address is provided. Borrowers are responsible for abiding by all Library policies, including assuming responsibility for all Library materials checked out on their cards and fines related to lost or damaged materials.

5. Loans and Renewals of Library Materials.

The Bozeman Public Library is a member of the BridgerNet Sharing Group (Gallatin County Public Libraries) and Montana Shared Catalog. Loan and renewal periods are outlined in the tables below. Library materials may be renewed two times if there are no pending holds, except for “Most Wanted” items.

Item Description	Circulation rules shared with BridgerNet Sharing Group
Book	Books; 28-day circulation; shared/holdable
Audiobook on CD	Audiobooks on CDs; 28-day circulation; shared/holdable
Circulating Magazine/Periodical	Circulating periodicals; 14-day circulation; shared/holdable; newest issue non-circulating
DVD	DVDs; 14-day circulation; shared/holdable
Non-circulating Magazine/Periodical	Non-circulating periodicals; 14-day circulation with override; not shared
Microform	Does not circulate; not shared
Music Recording	Music CDs; 14-day circulation; shared/holdable
New Book	New materials; 14-day circulation; not shared
Reference	Non-circulating materials; 14-day circulation with override; not shared
Special	Juvenile holiday books; 14-day circulation; shared/holdable

Item Description	Local circulation rules (not set by MSC)
Book and DVD (not holdable)	“Most Wanted” collection; 14-day circulation; not holdable; not shared; 2 item limit per Library card; not renewable
Chromebook + Hotspot	Local holds only; 14-day circulation; not shared
Computers – in Library	Laptop Computers from kiosk; 2-hour circulation in Library use only; not holdable; not shared
Downloadable Materials/E-Resources	Digital materials – no circulation rule needed; 3 days to 21 days – varies by vendor, some with monthly caps on borrowing
Equipment	Equipment; except computers; 2-hour circulation; not holdable; not shared
Hot Spots	T-Mobile or Verizon hotspots; local holds only; 14-day circulation; not shared
Kit	Book club kits; 6-week circulation; shared upon request within BridgerNet libraries
Laptop	HP Laptops; local holds only; 14-day circulation; not shared
Playaways	Playaways; 28-day circulation; shared/holdable

6. Notification to Patrons of Late Materials and Suspension of Library Privileges.

6.01. Materials Return and Lost Items.

Items checked out at the Library or the Mobile Library may be returned at either location.

Patrons are notified by e-mail one day prior to the due date. If items are not returned, a second e-mail notification is sent seven days after the materials are due. If an email is not on file a notice is mailed to the patron. Another notice is sent when materials are 14 (fourteen) days past due. A final notice is generated when Library materials are 30 (thirty) days past due.

After the final notice is sent patrons will be notified by phone and given an additional 7 (seven) days to return the item. Items not returned within 45 (forty-five) days of the date due will automatically be marked as lost and a replacement fee will be attached to the patron record. The replacement fee will reflect the item price at the time the item was initially purchased. Replacement copies from patrons are not accepted. Patron accounts with lost items will be blocked from borrowing additional items, or using the Library's online resources, until the lost items are paid for or returned in good condition, regardless of the length of time passed since the items were marked as lost, to the Library. After items are marked as lost and the patron account is blocked, Library staff will attempt to contact the patron two more times.

Patrons with charges over \$10.00 (ten dollars) will have borrowing privileges suspended until fees are under \$10.00 (ten dollars).

If an item is reported lost and paid for but later found and returned in good condition, a refund will be made if no more than three months have passed since the patron paid for the item.

6.02. Hotspots.

In addition to the procedures in 6.01 Materials Return & Lost Items, if a hotspot has not been returned by its due date, data services will be terminated, and the hotspot will become unusable. At this point, no renewals are allowed and in order for the data services to be reinstated, the hotspot must be returned in good condition, with all its accessories, to the Library. If data services are terminated for the same patron twice in 6 (six) months, that patron will be barred from borrowing hotspots and laptops for 6 (six) months.

6.03. Damaged Materials.

All circulating Library materials are inspected upon return. Materials deemed by Library staff to be damaged beyond repair will result in the patron being charged with the full replacement cost of the item. Items returned damaged which can be repaired will be charged a \$5.00 (five dollar) fee. Replacement copies from patrons are not accepted.

7. Confidentiality and Release of Library Patron Records.

7.01 Patron Right to Confidentiality.

The Bozeman Public Library upholds every patron's right to have their 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 their Library card. 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, unless a patron specifically requests to keep a history of items that have been checked out.

7.02 Release of Library Records.

In compliance with the Montana Constitution and the Montana Code Annotated 22-1-1103, no information will be released to any person, agency, or organization. Exceptions include recovering overdue materials through the release of information to minor's legal guardians or in response to a valid court order or subpoena and properly presented to the Library Director, or if a Third Party Release is on file at the Library. (See: Appendix H1). A patron may not use another patron's account, including checking out items on hold on behalf of someone else, without the Library card in their possession or a Third Party Release on file.

7.03 Third Party Release.

A patron may file a Third Party Release, Appendix H1, with the library in the event they wish other patrons to have some level of access to their library records. Only the patron whose account is identified on the Third Party Release is able to submit the completed form. Once the patron has filed this release with the Library, third parties may access specified information on that patron's account by showing their photographic identification. If the patron has allowed a third party to borrow items that the patron has not already reserved, the patron is agreeing to assume full responsibility for those items.

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**Appendix H1 to Bozeman Public Library's Circulation Policy
Third Party Release**

By signature below, I give written consent for BPL to disclose my library records and grant use of my library account to the person(s) listed below.

Access permitted:

- Check out available holds on my library card
- Access library records, including but not limited to: current checkouts, due dates, lost item information
- Borrow items that are not already on hold on my library card

In the event the third option is checked, I understand that I will be solely responsible for all items checked out on my account. If items are lost, damaged, or not returned I will be billed for replacement costs.

Date _____

Name _____

Library Card Number _____

Name of the person(s) allowed to access my account in the manner listed above:

Signature _____

Staff confirmation (initials) and date _____

This form and subsequent releases will be kept on file until otherwise requested by patron.