



Empowering a community of lifelong learners.

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CIRCULATION POLICY

LIBRARY CARDS

A Belgrade Community Library card is available to any individual who completes the registration form online and shows a photo ID with the individual's name and current residence address. All patrons under 12 years of age must have a parent or guardian's signature on the library card. Individuals 12 years of age and older must show their own photo ID and residence address verification, or have the card signed by a parent or guardian who will show ID and address verification. Patrons are responsible for abiding by all Library policies, including responsibility for all library materials checked out on their cards and for lost materials and fines.

A patron may not use another patron's account without the library card in their possession unless a Confidential Records Disclosure Form is on file.

FULL PRIVILEGE CARDS

Both photo ID and proof of residence address must be presented to obtain full borrowing privileges. A photo ID containing the current address may fill both requirements, or two separate items may be presented. A valid phone number is also required to obtain a library card. A physical library card expiring in three years (using the BEL-PUB profile) is then issued to the patron. Only patrons with full privilege cards (including Out of County cards) may check out Hotspots and request Interlibrary Loans.

TEMPORARY ACCOUNTS

A temporary account will be created if a patron shows a valid photo ID but does not have proof of current residence address. The patron must bring proof of residence address within 30 days to complete account registration. If the registration is not completed within 30 days, the temporary account is automatically removed, and the patron must reapply. Library staff will look up the account by patron name and will not issue a physical library card. Individuals 12 years of age and older must show their own photo ID and residence address verification, or have the card signed by a parent or guardian who will show ID and address verification. The BEL-TEMP profile will be used, allowing patrons to checkout two items and place two holds at a time.

ONLINE REGISTRATION

Patrons who register for an account online but cannot show a photo ID will not be allowed to check out Library materials. The profile will remain as ONLINE-REG and the patron will have 30 days to bring a valid photo ID and proof of current residence address. If the registration is not completed within 30 days, the temporary account is automatically removed, and the patron must reapply.

Approved by Board of Trustees: [01/24/2311/19/19](#)
Reviewed by Library Staff: [September 2022](#)[November 2019](#)

NO RESIDENCE ADDRESS

If a Gallatin County resident cannot provide proof of residence address (e.g. an individual experiencing homelessness), the individual may be issued a temporary account with an expiration date of **six months**. Library staff will look up the account by patron name and will not issue a physical library card. The BEL-TEMP profile will be used, allowing patrons to check out two items and place two holds at a time.

If Library staff is unable to reach the patron via phone or email (e.g. regarding overdue or lost items), the account will be blocked until a usable email address and/or phone number are provided. Staff will make the patron aware of the possibility of obtaining a temporary P.O. Box through the Human Resource Development Council (HRDC). Staff will also highlight resources that may be used in the Library building and any additional free resources that may be taken home.

OUT OF COUNTY CARDS

A library card is free of charge to Gallatin County residents because the Library is supported by City of Belgrade and Gallatin County taxes. Out of County cards cost \$10.00 per year and may be renewed every year at \$10 per renewal. Patrons must have proof of permanent address and provide documentation with their temporary address. Full privileges will be granted for one year, using the BEL-OOC profile. If a patron does not have proof of address when applying, the same procedure will be followed as used for Temporary Accounts.

PROOF OF ADDRESS

If the address on the ID is not current, a separate document may be used to confirm residence address. The document must include the patron's name and current residence address. Individuals with a PO Box may request proof of residence address from the post office.

Forms of identification/**proof of address may include, but are not limited to:**

- Driver's license, **military ID, etc.**
- **School ID**
- Mail addressed to patron's residence address (not a PO Box) – Library staff may address and mail a postcard, which will then be brought back by the patron as proof of address
- Rental receipt
- Property tax statement
- Vehicle registration indicating registration in Gallatin County
- Blank checks with a Gallatin County street address
- Fishing or hunting license
- Voter registration

LOST CARDS

The replacement fee for a lost card is \$1.00. Patrons are responsible for informing Library staff of a change of phone number, residence address, **mailing address, and/or email address. Before replacing or renewing a library card, staff must verify and/or update all patron information.**

INSTITUTIONAL LIBRARY CARDS

Any nursing home, hospital, residential care home, day care facility, school, business, or developmental achievement center in the Belgrade Community Library service area wishing to borrow materials from the Library and willing to accept full responsibility for materials borrowed may register for a Belgrade Community Library Institutional Card.

This agreement must be signed by the chief administrator of the institution. Any staff member allowed by the institution to use its card must have their names listed on the account. The institution thus assumes responsibility for the care and prompt return of all materials checked out to it and is liable for any service charges or fees resulting from overdue, damaged, or lost materials.

When an institution has filled in and signed the application, a card will be issued to the institution. Any staff member borrowing materials for use at the institution must present this card at the time of check out. If a staff member of the institution does not have the card with them when checking out items, Library staff may look up the account, provided the institution member's name is listed on the card and the member shows a photo ID.

The limits on the number of items borrowed will be the same for institutional cards as they are for individual cards. All materials checked out with an institutional card must be for use by the institution only. Materials for personal use by staff members or other individuals may not be checked out on an institutional card.

The Institutional Card will remain in effect until canceled by the responsible party. The card expires three years from the date it was issued, unless renewed by the organization.

LOAN PERIODS

The Belgrade Community Library, as part of the BridgerNet (Gallatin County) consortium and the Montana Shared Catalog, has adopted the following material circulation policies:

Materials	Loan Period	Number of Items
Reference	Non-Circulating	N/A
New adult books	14 days	unlimited
New large print books	28 days	unlimited
New books on CD or Playaway	14 days	unlimited
DVDs	14 days	unlimited
Magazines	14 days	unlimited
MontanaLibrary2Go	14 days	5
Books on CD or Playaway	28 days	unlimited
Book club kits	28 days	1 kit
Hotspots	14 days	1/household
Laptops & Tablets	2 hours	1/patron
All other circulating materials	28 days	unlimited

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Most items may be renewed by phone, online, or in person providing they have not been reserved by another patron (see ILL, Hotspot, Laptop, and Tablet Policies for exceptions). There is a limit of two renewals per item. Any item on loan from another BridgerNet library will be subject to the owning library's loan periods. For information on Interlibrary Loan items please see the Interlibrary Loan section.

EXTENDED USE FEES

Interlibrary loan items will accrue extended use fees at twenty-five cents per day, per item. Maximum overdue fees levied for any one item will be \$10.00. Hotspot overdue fees accrue at \$1.00/day.

NOTIFICATION OF LATE MATERIALS/SUSPENSION OF LIBRARY PRIVILEGES

If the patron has chosen to receive email and/or text notifications~~an email address on file~~, they will receive ~~an email~~ notification one day prior to and one day after the due date. An overdue notice will be sent in the mail 7 and 14 days past the due date. A final notice is sent ~~either~~ by mail and/or electronically when the materials are 28 days past due. At this point the materials are assumed lost and the patron is billed for the materials. When a patron's accumulated bills exceed \$10.00, they will be sent a notice from Unique Management Services, Inc. informing the patron of the Library's intent to pursue material recovery or resolution of unpaid bills.

Commented [1]: Were we going to try to check our shelves and contact the patron by phone before being sent to Unique Management?

SUSPENSION

Borrowing privileges will be suspended when:

- Reimbursement has not been received by the Library for any lost or damaged materials.
- Accrued or estimated overdue fines have reached \$10.00.

Patrons must pay overdue fines and return items or pay for lost items before check out privileges are restored.

LOST OR DAMAGED MATERIALS

All materials more than 28 days past due are assumed lost. The patron is billed for the replacement cost of the item. The patron's check-out privileges are also suspended.

The amount of lost charges are generally the exact replacement cost of the item. If the item price is not noted in the item's record, the standard replacement cost will be used instead. The standard values are as follows:

Commented [2]: Do we need to update these prices?

Item Type	Standard Value
New books	\$25.00
All other books	\$20.00
Magazines	\$5.00
<u>Playaway</u>	<u>\$70.00</u>

Item Type	Standard Value
CD-Books	\$40 35.00
DVDs	\$20.00
Reference	\$50.00

Commented [3]: Add Playaways

- If a patron loses or damages individual parts of a set that cannot be purchased individually, he/she may be charged for the entire set. The Library will first attempt to replace the individual part.

- With prior Director approval patrons may, in lieu of paying the replacement cost, replace a lost item with an exact copy of the lost item.
- The Library reserves the right to adjust the replacement cost for items that are of far greater value than the standard replacement price.
- If an item is 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 30 days have elapsed since payment was made. Overdue fines will not be refunded.
- The Library may, at its discretion, allow patrons to take possession of damaged materials that have been paid for after they have been removed from the Library's collection. In such cases, the Library will hold the item for the patron for no more than 30 days.

After 90 days, lost item charges on the patron's record convert to miscellaneous charges with a note of the item's title in the patron's extended info record. This allows for the Library's catalog maintenance.

INTRALIBRARY LOANS AND RESERVED ITEMS

An intralibrary loan is an item owned by the local BridgerNet group. ~~Most of these items may be placed on hold (reserved) have a hold placed on them through the catalog.~~ Patrons may ~~place holds/reserve material~~ in person, by phone, or online. When a ~~hold/reserved item~~ becomes available, the patron will be notified. After seven days, the hold will expire.

COURIER SERVICE

Couriers transport items between the BridgerNet libraries. We encourage ~~but do not require~~ all patrons to return items ~~to the owning library/same library where they were checked out, but it is not required.~~

INTERLIBRARY LOANS

Interlibrary loans will be used if materials are requested by the patron that do not fit the collection management criteria for purchase and ~~/or that~~ cannot be obtained through intralibrary loan. Patrons are welcome to have up to three interlibrary loans in process at one time. A fee of \$3 per item will be assessed if the item is not picked up within ~~nine seven~~ days of contacting the patron. A second attempt to contact the patron will occur on the 7th day of holding the item. The item will be sent back to the lending library and the fee will be assessed on the 9th day of non-pickup.

Each patron is welcome to request five items through interlibrary loan per calendar year with no charge. After five items, a \$3 per item fee will be assessed to alleviate cost of processing, postage, and courier fees.

Commented [4]: Does this "may" mean "you are allowed to" or "might" (i.e. disclaimer for New items in the BridgerNet that can't be put on hold).

Commented [5R4]: And if it means "allowed," should we note the caveat?

Commented [6]: And is this supposed to mean the same library that you physically checked a book out from? or the library that the book is actually from? [Otherwise it'd be funny to imply that a Belgrade library-goer is encouraged to return a book from Bozeman's collection to Belgrade (that they got via a hold) because it was checked out at Belgrade.]