

Flathead County Library System Library Circulation Policy

The Flathead County Library System will circulate designated parts of its collections to its customers for the continued use of these materials outside of the library. To enrich the informational, recreational, and educational quality of life for Flathead County citizens, the Library provides its customers a broad and diverse collection of resources and materials to support the library's mission.

FCLS participates in the Partners Resource Sharing system which allows any FCLS cardholder to borrow from participating Partner Libraries either at their home library or while visiting another Partner Library. Materials in the circulating collection are available to anyone possessing a current Flathead County Library System card or a valid card from any Partner library. A Flathead County Library System card allows the holder to check out materials that circulate from any FCLS branch or Partner library, access online resources and databases, access personal library accounts, and use the self-checkout machine.

The FCLS Board holds the authority to set loan periods for the use and circulation of library materials, to set fines for materials not returned by the due date, and charge fees for damaged or lost items.

FCLS will extend borrowing privileges to all residents of the State of Montana as well as to those who are temporarily residing in Flathead County. However, the primary scope of the collection is to meet and support the interests and needs of Flathead County citizens.

FCLS offers the use and borrowing of its materials and resources to all FCLS library card holders, as well as Partner library system cardholders, regardless of age. The Library defers supervision and responsibility for a child's use of the library and selection of materials to the parent or guardian.

Use of the library and borrowing of library materials is a confidential matter and identification of the materials currently showing on a customer's card will not be shared with others, except as required by law.

FCLS will maintain the confidentiality of its users and their library accounts in accord with Montana Library Records Confidentiality Act (MCA 22-1-1101 – 1103). No information will be released to any person, organization, or entity, except in response to a valid court order or subpoena, properly presented to the library director. Any employee or volunteer who discloses information in violation of this policy commits an offense and is subject to disciplinary action.

Records of materials previously borrowed and returned are not maintained, unless there is a charge attached to an item and then only until that charge is paid. Additionally, circulation records for an individual item retain the library card number of the most recent borrower until the item is checked out again at which time the previous borrower's

information is automatically deleted by the system. This information is retained by the system in the event damage is discovered after an item is checked in. The information is not part of the borrower's record.

FCLS will not censor, restrict, or cast judgment on the materials borrowed or used.

Obtaining a Library Card:

The library has a responsibility to protect the taxpayers' investment in the collection of the library; therefore photo identification and verification of residence is required to obtain a library card. Identification can be established through a current driver's license, school identification card or other valid picture identification issued by a governmental agency. A parent or guardian must assume responsibility for materials borrowed by their dependents. A parent or guardian ID is required for applicants under the age of 16 or for those dependants not having their own photo ID.

A library card will be issued when one of the following, verifying current address, is presented:

- Valid Montana Driver's License, or
- Valid Montana State Identification Card

OR, any one identification from EACH of the following two lists:

1. Current Picture Identification (I.D.): must include name and photo

- Passport
- Alien Registration Card
- Government issued cards, such as Military I.D. or D.O.C. I.D.
- University or school I.D.
- Out-of-state driver's license
- State issued photo I.D. including welfare, Medicaid, or F.I.D. card

2. Address Verification: must include name and Montana residential address. A business address is not acceptable.

- An imprinted bank check or deposit slip
- Rent receipt (confirming 30 days occupancy)
- Utility bill dated within the last 30 days
- Current tax bill verifying property ownership
- Letter verifying residence and mailing address dates within the last 30 days from a social service provider, temporary employer that provides housing, or a short-term residence.

If an applicant does not have proof of current address as noted above and does have a valid photo ID, a card may be issued that allows limited checkout until valid address verification is provided.

All Library Cards can be renewed easily at the check out desk with confirmation of current address. It is the cardholder's responsibility to notify Library staff of any address or contact information changes.

Library Card Rules:

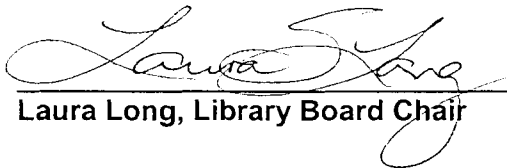
- A cardholder agrees to return the borrowed materials on time, pay overdue fees, and accept responsibility for lost or damaged items.
- When items are lost or damaged beyond repair the cardholder will be responsible for the original price of the item plus any processing or recovery fees.
- A valid library card, or a current photo ID, must be presented to checkout materials. Held materials may only be picked up with the library card under which the item is held.
- A library card remains valid as long as it is used at least once every three years. If three years pass and a card has not been used, it will be purged from the system.
- If a library card is lost or stolen, it is the responsibility of the cardholder to notify the library.
- Book drops are open 24 hours.
- Flathead County Library System materials may be returned to any FCLS branch or any Partner library regardless of checkout location.

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Laura Long, Library Board Chair