

## FLATHEAD COUNTY LIBRARY BORROWING PRIVILEGES

Flathead County Library will extend borrowing privileges to all residents of the State of Montana as well as to those persons who are temporarily residing in Flathead County. In order to borrow materials, persons must be in possession of a Flathead County library card or a library card from a participating Partner Resource Sharing Group library.

### OBTAINING A LIBRARY CARD

Adults and teens ages 16 & up must present photo identification and verification of a current Montana address in order to obtain a library card.

Children- All applicants under 16 years of age must have a parent or legal guardian present at the time of application who can submit a photo ID and address information. (A parent or legal guardian cannot obtain a library card in their child's name without the child present.)

An exception to underage children requesting a library card is made for schools and groups that tour the library. Teachers are responsible for handing out and collecting completed applications from the students and bringing them to the library several days in advance so staff will have time to issue a card before the students arrive. A limit of two items can be charged on the temporary card until a parent or guardian comes into the library with proper identification and address information.

A current photo identification card (that includes name and photo) from a school, government agency, or employer AND address verification, that includes name and Montana address, must be presented.

A limited-use card will be issued to those persons who can provide a current photo ID but do not have proof of Montana address.

A parent or caregiver assumes responsibility for materials borrowed by their dependents.

It is the responsibility of the parent to perform any supervision of Library materials selected for checkout. Not all material in the library is age appropriate for minor children.

### LIBRARY CARD AGREEMENTS

- The cardholder agrees to return borrowed materials on time and accepts responsibility for overdue fees, lost or damaged items.
- The cardholder is responsible for the original price of the item plus any processing or recovery fees when items are lost or damaged beyond repair.
- A valid library card or a current photo ID must be presented to check out materials.
- Held materials may only be picked up with the library card under which the item is held.
- It is the cardholder's responsibility to notify Library staff of any address or contact information changes.
- If a library card is lost or stolen, it is the responsibility of the cardholder to notify the library.
- Flathead County Library materials may be returned to any Flathead County Library location or any Partner library regardless of checkout location.

Revised: 10/26/2016 Revised: 3/28/24 Reaffirmed: 2/26/26

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Dave Ingram, Chair  
Library Board of Trustees