

BELGRADE COMMUNITY LIBRARY

106 N BROADWAY
BELGRADE, MT 59714
388-4346
www.belgradelibrary.org

CIRCULATION POLICY

LIBRARY CARDS

A Belgrade Community Library borrower's card is available to any individual who completes the borrower's registration form online and shows a photo ID as well as identification giving the individual's name and current street address.

A library card is free of charge to Gallatin County residents because the Library is supported by Belgrade City and Gallatin County taxes.

A temporary library card is available for Out-of-State and Out-of-County residents to purchase for a fee of \$10.00 for a three month period. The temporary card may be renewed after each three month period at \$10 per renewal. Patrons must have proof of permanent address and provide documentation with their temporary address. The library can mail a post card to the patron, which can be returned to the library as temporary address notification. Checkout is limited to two items until addresses can be verified.

A library card is available for Out-of-State and Out-of-County residents to purchase for a fee of \$25.00 annually.

Forms of identification include:

- driver's license
- piece of mail addressed to individual's street address (PO Box Number does not work)
- rental receipt
- property tax statement
- vehicle registration indicating registration in Gallatin County
- check blanks with a Gallatin County street address
- fishing or hunting license

All patrons under 12 years of age must have a parent or guardian's signature on the library card. Students over 12 years of age who apply for a library card must have their own photo ID and street address verification, or be accompanied by a parent or guardian.

If the patron does not have the required address verification item, a limit of two items may be checked out or materials may be held for 24 hours at the library. The library may send a postcard to the patron's current street address that may be returned to the library and used for address verification.

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Approved by Board of Trustees

6/2013

Reviewed by Library Staff

6/2013

The replacement fee for a lost 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 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.

GROUP LIBRARY CARDS

The responsible party must fill out an application for a group card. The form, which requires a letter from the organization stating that the organization is willing to assume responsibility for fines and damaged or lost items, is available at the library. The letter should also list who is allowed to use the card and be signed by the individual who will assume financial responsibility.

The group card must be kept by the organization and must be presented when materials are borrowed. Group cards will be updated on a yearly basis, verifying address and individual responsible for checked out items. If the card is lost, another letter from the organization on letterhead will be required. A \$1.00 replacement fee will be charged.

The Institutional Library Form must be completed and will be in effect for one (1) year.

LOAN PERIODS

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

Materials	Loan Period	Number of Items
New adult books	14 days	unlimited
New Books on CD	14 days	2
DVD	7 days	5
Books on CD	28 days	5
Magazines	28 days	unlimited
Reference	Non-Circulating	N/A
Book Club Kits	6 weeks	N/A
MontanaLibrary2Go	14 days	5
All Other circulating materials	28 days	unlimited

All items may be renewed by phone, online, or in person providing they have not been reserved by another patron. There is a limit of two renewals per item except New Books on CD, which do NOT renew. For information on InterLibrary Loan items please see the InterLibrary Loan section.

EXTENDED USE FEES

There is no grace period on any materials. An extended use fee of ten cents per day, per item will be assessed on all circulating items except Inter-library loan items, which will accrue at fifty cents per day, per item and **NEW** Books on CD, which will accrue at 25 cents per day, per item. Maximum fees levied for any one item will be \$10.00.

NOTIFICATION OF LATE MATERIALS/SUSPENSION OF LIBRARY PRIVILEGES

If the patron has an email address on file, they will receive an email notification one day prior to the due date.

Patrons without email will be mailed a notice through the USPS when the material is 7 days past due.

A final notice is sent either by mail 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.

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 and a processing fee. The patron's check-out privileges are 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:

Item Type	Standard Value
New Books	\$25.00
All other books	\$20.00
Magazines	\$5.00

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

- In addition to the replacement cost, a \$5.00 processing fee will be charged for each lost item.
- 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 standard processing fee will be assessed to patrons who choose this option.
- 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 one month has elapsed since payment was made. The \$5.00 processing fee 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 and processing fee 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.

RESERVED ITEMS

Patrons may reserve material in person, by phone, or online. When a reserved item becomes available, staff will phone the patron. If the patron has an email address on file, they will also receive electronic notification that their hold is available. After 7 days the hold will expire.

COURIER SERVICE

The courier service is a free service offered by volunteers who transport items between the Belgrade, Bozeman, Three Forks, West Yellowstone, and Manhattan libraries. Due to the nature of this service we encourage all patrons to return items to the same library where they were checked out.

INTERLIBRARY LOANS AND INTRALIBRARY LOANS

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An interlibrary loan is a request for an item not owned by the local BridgerNet group (Belgrade, Bozeman, West Yellowstone, Three Forks and Manhattan Libraries). The patron must fill out an interlibrary loan request form at the library. The patron will be notified when the item is available. This may take several days as the item must come through the mail. The item must be picked up within 7 days or it will be returned to the owning library.

An intra-library loan is an item owned by the local BridgerNet group. These items may have a hold placed on them through the library catalog. Holds may be placed in person, on the phone, or online. When the item becomes available, a staff member will phone the patron. The item will be held for 7 days. After 7 days the hold will expire and the item will be returned to the owning library.