

**LIBRARY CARD, CIRCULATION, & PATRON PRIVACY POLICY**

Approved by the Library Board on 10/19/2022

**GENERAL BORROWING PRIVILEGES & PARTNER SHARING GROUP**

North Valley Public Library extends borrowing privileges to all those with a North Valley Public Library card or library card from a participating Partner Resource Sharing Group library.

**OBTAINING A NORTH VALLEY PUBLIC LIBRARY CARD**

The North Valley Public Library District corresponds with the Stevensville and Lone Rock School District. All those who live or own property within the District support the library with property taxes and are entitled to a free library card and access to all services. Volunteers and staff may also obtain a North Valley Public Library card.

The Board of the North Valley Public Library extends library card privileges to Florence residents who are unserved by a library and appreciates contributing donations.

Victor residents and property owners are served by the Bitterroot Library and are encouraged to get their library card at the library their taxes support. The Board of the North Valley Public Library extends on a limited basis library card privileges to Victor residents who find it a hardship to travel to Hamilton to get their library card, and appreciates contributing donations.

Each individual patron is allowed one card within the Partners Sharing Group. The Partners Sharing Group recommends that this card come from the individual's home library in the town, county, or district in which the patron resides.

Photo identification and verification of a current local address are required to obtain a library card. A library card will be issued when a valid Montana Driver's License or a Montana State ID card verifying current address is presented.

If a potential borrower is not in possession of the above, 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.

**OBTAINING CARDS FOR CHILDREN AND YOUNG ADULTS**

Persons under 18 years of age must be accompanied by a parent or legal guardian<sup>1</sup> in order to get a library card. A parent or legal guardian assumes responsibility for materials borrowed by their dependents. A parent or legal guardian ID is required for applicants under the age of 18 and for those dependents not having their own photo ID.

Temporary cards (2 item limit) may be issued to those in the District when waiting for confirmation of a Stevensville or Lone Rock address and those living in Stevensville temporary housing, such as camp hosts or temporary forest service employees. Temp cards may not check out any equipment except for hotspots.

**LIBRARY CARD AGREEMENTS**

- A cardholder agrees to return borrowed materials on time and accepts responsibility for 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.
- 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.
- Children have access to all materials in the library, and caregivers accept responsibility for monitoring their child's access to print, media, and electronic resources, including the Internet.

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<sup>1</sup> With the exception of emancipated minors.

## **CONFIDENTIALITY OF LIBRARY RECORDS POLICY**

It is the policy of the North Valley Public Library District Board of Trustees that individual library records of all library users, no matter their age, are confidential to the extent defined in 22-1-1101 to 22-1-1111, MCA. A library record is any document, record, or other method of storing information which identifies a person as having requested, used or borrowed library material or other records identifying the names or other personal identifiers of a library user. No person may release or disclose a library record or a portion of a library record except in response to a subpoena.

## **ACCESS TO LIBRARY ACCOUNT BY INDIVIDUALS & MINORS**

Each customer has individual control over his or her library card, and presentation of the card or card number permits the holder access to information about the borrower's current circulation record. In order to ensure confidentiality, lost or stolen cards should be reported to North Valley Public Library immediately. Information about a borrower's circulation record also may be released to the borrower in person, upon presentation of photo ID, verification of date of birth, phone number, email or current address.

If a library cardholder is under the age of 18, the caregiver who signed for the child's card may be given specific information regarding the child's record under the following circumstances. Information may be provided to the caregiver listed on the library account upon presentation of identification, and the disclosure will be limited to the extent necessary to recover materials and to collect fines.

In compliance with the Montana Records Confidentiality Act (MCA 22-1-1101, 1103-1111), no information will be released to any person, agency or organization except in response to a valid court order or subpoena, properly presented to a library administrator, or in the recovery of library materials and fines. Any employee or volunteer who discloses information in violation of this policy commits an offense and may be subject to criminal prosecution. The intent of the law is not to withhold information, obstruct just or protect criminals, but to ensure that a citizen's right to privacy is not violated.

Patrons who wish to allow friends or family members to pick up items that they have placed on hold or to find out what items are checked out to their card must give written permission on their library application. A staff member will make a note in the patron's record, indicating that the designated person has permission to pick up the patron's holds and has permission to find out what items are checked out on the patron's library card. The note in the patron's record will indicate that staff has received a form from the patron and the paper copy will not be retained.

## **LIMITS IN BORROWING**

The library asks library users to return materials by the due date.

- When fines/fees or lost or damaged materials reach \$10 or above the card is blocked until the fee is brought below \$10.
- Most materials are available to be borrowed by both District residents and those outside the District with a valid Partner cards. However, special items such as equipment, are limited to patrons with full privilege North Valley Public Library cards. North Valley Library full privilege cardholders are allowed to check out 3 pieces of equipment (computer, hotspot, telescope etc.) per household at a time. Only patrons 18 and over may check out equipment. However parents may give consent for a minor to borrow equipment by agreeing to take financial responsibility for the equipment and fines. Consent must be granted in-person. A note will be written in the record to indicate the parent has given consent and is taking financial responsibility.

## **Loan periods and renewals**

28 days – Audiobooks, and books other than new adult fiction

14 days – New adult fiction, music, DVDs, Blu-rays, telescope, board games

7 days – Hotspots, iPads, HP Pros with keyboards

Most books and audiovisual material may be renewed over the phone, in person, or online twice before they are due, unless the item is on hold for another patron. Equipment may not be renewed.

## Fines and Fees

The fees and fines below are for North Valley Public Library materials only. Cardholders are subject to each Partner Library's fine and fee structure. Be aware many libraries in Partners do not charge overdue fines but send patrons to collections and charge for the price of the item if the item is 24-42 days overdue.

### Fees

Interlibrary loan (Patrons that live or own property in-District)	\$2.00 per item
Interlibrary loan (NVPL cardholders that live in Florence or Victor)	\$5.00 per item for DVDs, CDs & other light packages \$10 per item for books & heavier packages
Lost Card Replacement	\$1.00
Damaged and lost materials	Cost of item + \$5 processing fee.
Hotspots	\$5.00 processing fee for hotspots 3 days overdue when staff intervention is required.

### Fines per day

Telescope	\$10.00
Notebooks	\$1.00
Interlibrary loan items – all formats	\$1.00
Hotspots	\$1.00
Amazon Fire for Kids	\$1.00
HP Pros with keyboards	\$1.00
iPads	\$1.00
Equipment – Other	\$1.00

### Interlibrary loan

Materials not owned by NVPL or a Partner library may be ordered through interlibrary loan (ILL).

For the purpose of this document ILL is considered any item that is outside of the Partners Sharing group and the courier system. Many ILL procedures are determined by the lending library.

Due to the cost of ILL there is a per item fee due at time of pickup to help defray the cost of shipping. District patrons pay \$2.00 per item and Out-of-district patrons with NVPL cards from Florence and Victor pay \$5.00-\$10 per item, depending on weight.

District patrons are limited to five ILL items at a time. Out-of-district patrons are limited to three ILL items at a time.

Overdue fines for interlibrary loan materials are \$1.00 per item per day. Renewals of ILL items is at the discretion of the loaning library.

Please note that items borrowed through interlibrary loan may have different checkout periods. The date due for each item you check out will be indicated on the receipt you receive at the time of check out.

Charges for lost or damaged ILL materials will be billed to the patron in the amount determined by the lending library, plus any fines due to the North Valley Public Library.

Some items that are rare or expensive are restricted to in-library use only at the discretion of the North Valley Public Library Director or the lending library.