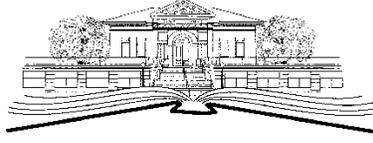


Lewistown Public Library



701 W. Main St.
Lewistown MT 59457
(406) 538-5212
www.lewistownlibrary.org

Official Lewistown Public Library Policies

These policies have been adopted by the Board of Trustees of the Lewistown Public Library, using the Billings Public Library Policies, in correlation with, Creating Policies for Results by Sandra Nelson and June Garcia (Chicago, ALA, 2003). Questions or comments about these or other policy issues may be directed to the Board of Trustees, Lewistown Public Library, 701 W Main, Lewistown MT 59457. The policies are reviewed every three years by the Lewistown Public Library Board.

Updated: Winter 2020. Valid through: April 2023

This Policy Manual is available for review both in the Library and on the Library's website at (www.lewistownlibrary.org).

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Photo & Video Release Form

Deed of Gift Form

City of Lewistown Weapons Ordinance

GOVERNANCE & ORGANIZATIONAL STRUCTURE

GOV 1 – Location and Hours

The Lewistown Public Library is located at 701 West Main, Lewistown, MT 59457.

Hours are:

Tuesday – Friday 9 a.m. – 6 p.m.

Saturday 10 a.m. – 2 p.m.

Sunday and Monday Closed.

These hours are modified for National Holidays to ensure our employees are offered holiday leave. Hours changes will be posted around the Library, on the Library website, Library’s social media, and in the Lewistown News Argus.

GOV 2 – Library Board Bylaws

Library Board bylaws are posted at: [\(website link\)](#)

GOV 3 – Mission Statement

The Lewistown Public Library provides free and equal access to quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community.

GOV 4 – Library Goals

The Library’s goals are:

1. To be progressive and forward thinking to support the mission statement

MANAGEMENT POLICIES

MNG 1 – Confidentiality of Library Records

Recognizing the Library's position of special trust with its patrons, and to ensure that information regarding patrons and their use of the Library resources and services remains confidential, the Library adheres to all personal privacy provisions of the Constitution of Montana, the Montana Library Records Confidentiality Act (MCA 22-1-1101 through 22-1-1111), and the American Library Association's Policy on Confidentiality of Library Records.

Incompliance with the constitutional, legal, and policy requirements cited above, the Library will:

1. Release information regarding overdue items and fines owed by a patron to any individual who requested it who may be able to assist the Library in recovery of the materials, e.g. the patron, a member of the patron's family or household, a collection agency or law enforcement official.
2. Release information regarding items currently checked out to a patron pursuant to the completion of a written authorization.
3. Release any other personal identifiable information regarding patrons and/or their use of Library resources or services only by written directive of the Library Director, who shall issue such a directive only upon the advice of the City Attorney, or following receipt of a legal court order, subpoena, or similar legal directive.

MNG 2 – Copyright

It is the intent of the Board of Trustees and Staff of the Lewistown Public Library to adhere to the provisions of the current copyright laws and Congressional guidelines.

The Board and Staff recognize that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentive development of new materials, and fosters an attitude of disrespect for law which is inconsistent with the goals of the Library.

The Board directs that Library staff adhere to all provisions of Title 17 of the United States Code and other relevant federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide their supervisor, upon request, the justification under Section 107 and 110 of the USC 17 for copies that have been made or used.

Though there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to operate legally. All library employees will be provided with copies of the policy and accompanying guidelines.

MNG 3 – Donations

The Lewistown Public Library gladly accepts gifts that are practical, appropriate, and comply with both the Library's collection development policies as well as the Library's mission statement. All donations will be accepted with the understanding that the donor will release any and all claim or claims to the said item(s) and understand the item(s) may be displayed, stored, altered, preserved, loaned, sold, or disposed of at the discretion of the Library Director or Staff. The same criteria must be used for accepting gifts as for the purchasing of items. Library staff will give donors a receipt if requested but will make no monetary appraisals of donated items. Monetary donations are gratefully accepted.

Donors will be asked to complete the Deed of Gift form when donating items of significant value.

MNG 4 – Meeting Room Use

General

The Lewistown Public Library is a community gathering place for the sharing of ideas and information, of an educational, cultural or civic nature. The meeting room is available for library and general public use. The Library supports the right to assemble and the free discussion of ideas. Use of meeting space does not imply endorsement or support by the Library for a group's activities or beliefs. The Director or the Lewistown Library Board of Trustees reserves the right to approve or disapprove the use of the meeting space.

Availability

The Lewistown Public Library retains the first priority for use of the meeting room. The meeting room may be reserved on a first-come, first-served basis by making a reservation and completing the Meeting Room Use Application for each meeting. A projector, laptop, and screen are available for use and can be reserved.

Meetings are permitted on the days the Library is open to the public; Tuesday – Saturday, excluding federal holidays and closures. Meetings may go beyond the Library's closing time if the meeting representatives arrive at the Library prior to closing. Special arrangements may be made at the Director's discretion.

Terms

The Lewistown Public Library meeting room is a tobacco-free and alcohol-free space. If you wish to have an event that offers alcoholic beverages, you must purchase special events liability coverage from an established insurance company. This coverage would need to list the City as an additional insured entity. The group then needs to provide the Library with a copy of the certificate showing they are covered for the specific day and that the City is listed as additional insured. Insurance coverage costs vary depending on attendance and type of event.

A group representative is responsible to complete, submit, and receive approval from Library staff for each meeting room use request. Approval is required at a minimum of 48 hours in advance of the reservation. Groups are required to check in at the front desk and receive the Meeting Room Checklist from staff. Upon check in, a new Meeting Room Use Application can be completed for the next desired

reservation. The Library check list must be completed. As a courtesy, groups need to contact the Library if a reservation is cancelled.

The group is responsible to follow procedures to reserve the space, read the Meeting Room Policy and sign to acknowledge on the Meeting Room Use Application that the terms are understood.

Community Use

Groups may charge a reasonable fee to cover the cost of materials, handouts, craft making supplies, refreshments, etc. Groups may not charge admission or use the space for profit. Any publicity distributed by the individual or group must include a brief statement of sponsorship to clarify who is responsible for the meeting. For example, "This program is sponsored by the Friends of the Lewistown Public Library."

The group representative will ensure the room is left as it was found. The Lewistown Public Library will not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled meeting; nor is the Library responsible for loss of items left on the premises. Please refer to the Meeting Room Checklist for proper procedures to close the room.

The room's legal capacity is 62 persons.

Library Use

Library sponsored programs and Library use of the meeting room has scheduling priority.

"Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collection constitutes an endorsement of the contents of the material or the views of its creator. Library staff select topics, speakers and resource materials for library-initiated programs based on interest and information needs of the community. Topics, speakers, and resource materials are not excluded from library-initiated programs because of possible controversy. Concerns, questions, or complaints about library-initiated programs are handled according to the same written policy and procedures which govern reconsiderations of other library resources." ***Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights (American Library Association).***

**Adopted by the Lewistown Public Library Board of Trustees, December 2017.*

MNG 5 – Exhibits and Displays

The Library maintains limited exhibit space to be used to promote Library resources, services, and programs; as well as, programs of the Friends of the Library. The Library may also participate in cooperative programs or exhibits with other agencies, organizations, institutions or individuals to cosponsor exhibits and displays that are consistent with the purposes described above. Displaying of exhibits does not constitute an endorsement of the material or viewpoint(s) showcased in an exhibit.

MNG 6 – Photo and Video

The Lewistown Public Library reserves the right to photograph, video record, or livestream programs and participants at any of our sponsored activities. Please be aware that these photographs are for promotional purposes and may be used in future publications, on our website, and on our social media outlets. If you do not wish to be photographed, please inform staff and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know immediately. No individual identification will be used unless the Library has permission in writing on the Photo and Video Release form.

No permission is needed to take photos of crowds during LPL events.

When photographing one adult or a small group (3 or less), staff will get verbal consent. Written consent will only be required if the person's name is to be published.

When photographing one child or small group of children (3 or less), staff will get guardian verbal consent prior to taking the photo. The guardian will be notified the picture may be used in the future library publications, on the library website, or social media outlets. In order to publish the child's name in conjunction with the photo, written consent must be obtained.

CUSTOMER SERVICES

CUS 1 – Customer Behavior

It is the responsibility of all customers and staff members to maintain a pleasant, appropriate, and safe library atmosphere. Behavior which interferes with the ability of others to enjoy the Library will not be tolerated.

The Lewistown Public Library is committed to providing a secure, clean, and supportive environment for use of its resources and services. To achieve this, the Library has established the following standards of behavior. The term "Library" used throughout this section is defined as any Library building and grounds, Book Station building and grounds, and parking lots.

Hygiene

An individual who is barefooted, who is wearing a swimsuit, or is without a shirt, or whose personal hygiene is so offensive as to constitute a nuisance to other individuals, shall be required to leave the building. When the problem is corrected, the individual may re-enter the Library.

It is the responsibility of the Lewistown Public Library to maintain a healthy and clean environment for all Library users and to protect the City's and the County's investments in the Library's collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a patron's ability

to borrow materials and/or visit facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and/or other patrons and Library staff.

Should it become necessary to suspend the Library privileges of a patron, in order to protect Library collections, facilities, and/or other patrons, notification of suspension will be made by the Library Director and/or other police personnel. Access to facilities and/or borrowing privileges will be restored when the suspended patron demonstrates that the situation that caused the loss the Library privileges has been remediated.

Minor Disruptive Behaviors

The following minor disruptive behaviors are prohibited in the Library.

Persons who violate one of these policies, or who exhibit similarly disruptive behavior, shall receive a verbal warning and/or an order to leave the Library for the remainder of the day. A person who commits multiple and/or serial violations of one or more these policies, shall be prohibited from entering the Library to otherwise using its services for a period of 30 days, upon penalty of a charge of criminal trespass.

1. Speaking, to oneself, to other patrons, to staff, or on a cell phone, above a normal speaking voice.
2. Causing unreasonable, intentional noise.
3. Chasing, running, and playing, especially on or near furniture, shelves, or stairs. Parents or chaperones of children who violate this policy will receive the same warnings and penalties as the children.
4. Permitting distressed children to cry continually in such a fashion that disrupts the ability of others to use the Library.
5. Using public restrooms or Library facility for bathing, shaving, or laundering purposes.
6. Taking Library materials into a restroom.
7. Tampering with the arrangement of Library materials, so much so, that it makes finding or using difficult.
8. Using Library computers for longer than the permitted time period.
9. Blocking aisles or walkways with personal belongings.
10. Bringing bulky items into the Library that take up excessive space in excess of 45 total linear inches (Linear inches = length + width +depth). This restriction does not apply to musical instruments or items used for personal mobility, such as walkers, strollers, or wheelchairs. Other exceptions may be made on a case by case basis by library staff.
NOTE: The Library is not responsible for items left unattended in the Library or on Library grounds. The Library does not allow items to be left overnight. Items not collected in 30 days will be donated to a local charity.
11. Beverages in spill-resistant containers are generally permitted throughout the Library. No beverages or food are permitted while using Library computers or in the Local History collection space.
12. Littering.

Major Disruptive Behaviors

The following disruptive behaviors are prohibited in the Library.

Persons who violate one of these policies, or who exhibit similarly disruptive behavior, shall be prohibited from entering the Library or otherwise using its services for a period of 30 days, upon penalty of a charge of criminal trespass. A person who commits multiple and/or serial violations of one or more of these policies, shall be prohibited from entering the Library or otherwise using its services for a period of 6 months, upon penalty of a charge of criminal trespass.

1. Attempted theft, damage or mutilation of library materials or facilities.
2. Smoking or using tobacco products. The term “smoking” includes, but is not limited to, cigarettes, e-cigarettes, vape products, cigars, and pipes. Cigarette butts must be discarded in trash receptacles outside.
3. Intoxication or incapacitation by drugs or alcohol which creates a risk to the person in question or to others
NOTE: Alcohol odor on an individual’s breath does not constitute a violation of the policy; however, individuals with an alcohol odor that is offensive to others and other outward signs of intoxication such as: slurred speech, unsteadiness on feet, belligerence, etc., will be asked to vacate the Library.
4. Taunting, stalking, following, challenging, or provoking another individual.
5. Using abusive, threatening, or menacing language or gestures.
6. Entering non-public areas of the Library, without permission from staff.
7. Hindering or impeding or preventing the movement of an individual into, out of, or about a Library facility or vehicle.
8. Gambling, panhandling, or soliciting is not permitted. Sale of non-library materials is permitted only when sponsored by the Library.
9. Refusing to leave the Library when directed to do so, or at closing.
10. Bringing a weapon into the Library. Please see the City of Lewistown Weapons Ordinance.

Criminal or Dangerous Behaviors

All criminal and dangerous behaviors are prohibited in the Library.

A person who commits a crime in the Library or violates any of the following policies shall be prohibited permanently from entering the Library or otherwise using its services, upon penalty of a charge of criminal trespass, and the Library may file criminal charges against the person.

1. Threatening to attack, or physically attacking another person, is prohibited.
2. Child abuse is prohibited.
3. Intentional destruction of large quantities of library materials or of furnishings or equipment, or of a building or vehicle, is prohibited.
4. Theft of Library, staff or another person’s property is prohibited.
5. Making bomb threats against Library property, or from Library property is prohibited.
6. Aiming or discharging a firearm within the Library is prohibited.

A Library user who has been prohibited from entering the Library shall have all privileges, including remote access to online resources, revoked for a period of time equal to the length of time they are prohibited from entering the Library.

A Library user may appeal a penalty to the Library Director. All appeals must be in writing. The Library Director shall uphold or overturn the penalty within seven business days of receipt of the appeal. The penalty shall be enforced until the Library Director has decided on the appeal.

A Library user may make a final appeal of a decision by the Library Director upholding a penalty, to the Library Board, in writing, within seven days of notification of the upholding of the penalty by the Library Director. The Library Board shall uphold or overturn the penalty within seven business days of receipt of the penalty by the Library Board. The penalty shall be enforced unless and until the Library Board overturns it. The decision of the Library Board is final.

CUS 2 – Unattended Dependent Persons

The Library does not assume responsibility for persons not legally responsible for themselves left unattended on Library premises. These persons include, for example, persons incapacitated due to physical and/or mental disabilities or other conditions who are dependent on others for their safety and well-being, and persons of juvenile age who are unable to make responsible decisions on their own behalf. Children under the age of 6 years old must be accompanied by an adult or responsible guardian when visiting the Library. Library staff will attempt to identify and contact a legal guardian if the welfare of such an unattended person appears to be threatened. If a guardian cannot be identified and/or contacted, the Library will not notify the Lewistown Police Department.

CUS 3 – Exam Proctoring

The Lewistown Public Library may assist students taking online or distance learning classes by proctoring exams if staff assistance does not compromise other library services. Proctoring must be scheduled at least one week in advance and is administered by appointment only. Proctors will not remain with the student during the test. Proctors will intermittently monitor students. The proctor will return exams directly to the school when asked to do so. The Library is not responsible for receipt of the exam by the learning institution.

CUS 4 – Service Animals

The Lewistown Public Library defines service animals as dogs or miniature horses trained to do work or perform tasks for the person with disabilities.

Under the American Disabilities Act (ADA), state and local governments, businesses, or nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas where the public is normally allowed to go.

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. The obligation

of the Lewistown Public Library is to offer services for the patron, and not the service animal. Food and drink are not allowed to the service animals within the Library.

Miniature horses are defined as being 24 inches to 34 inches measured to the shoulder and weigh between 70 and 100 pounds.

Animals whose sole function is to provide comfort or emotional support to the patron does not qualify as service animals under the ADA. Emotional support animals are not allowed in the Library. Refer to Montana Code Annotated 49.4.221

CUS 5 – Public Phone Access

The Lewistown Public Library has a phone available to patrons. This phone is only available to make local calls.

CIRCULATION SERVICES

CIR 1 – Library Card for Fergus County Residents

Any resident of Fergus County is eligible for a free Lewistown Public Library card by completing an application card at the Library. Two types of identification are required to open a Library account: a photo ID and proof of current address. An unexpired Montana Driver’s License or ID with a current street address will satisfy both requirements. Other acceptable forms of photo identification and proof of current address when applying for a Library card include the following:

Examples of Photo ID:

- Valid US passport or Real ID
- Valid Tribal ID
- Valid US military identification card
- Out-of-State driver’s license
- Current School ID
- Employee or contractor photo ID card issued by a local, state, tribal or US government agency

Examples of Proof of Address:

- Vehicle insurance or registration card
- Voter registration card
- Current utility or telephone bill
- Checking or savings account statement
- Current tax statement
- Rental receipt, lease, or deed
- Checkbook with printed name and address

- Recently postmarked item of mail
- Valid fishing license with current address
- Valid hunting license with current address

A physical address is required along with a mailing address, if a P.O. Box is used.

The parent or legal guardian of a minor may provide his or her own photo identification and proof of current address to obtain a Library card for a child. A Library card cannot be issued without the child present.

Lost Library Cards

Cardholders will be charged a \$3.00 fee for replacement of a lost library card. Every library patron is responsible for immediately reporting to the Library when his or her library card is lost or stolen, and also, responsible for changes on it until the Library is notified that it has been lost or stolen.

Computer and Internet Access Library Card

A Library Card is not required to use the Library's public computers.

CIR 2 – Library Cards for Out of County Residents

Non-residents of Fergus County may obtain a Lewistown Public Library card with photo identification, proof of address, and payment of an annual fee of \$30.00. Or the individual may choose to apply for a temporary non-county library card for a fee of \$10.00 which allows for three months of library usage. Non-resident cards will be valid for the period issued and will entitle cardholders to all of the services provided to Fergus County cardholders.

CIR 3 – Loan Periods and Loan Limits

New borrowers are limited to two in-house items of an format during a 60-day probation period. Short term (Out of County patrons with a three-month card) are also limited to two in-house items for the entire three months they have a card. If the patron's account is under \$2.00 in fines, at the end of the 60-day probation period, that patron will become an established borrower. Established borrowers have a 25 item limit on all Library materials with the exception of DVDs, which have a 5 item limit. The 5 DVDx count as part of the 25 item limit. Out of County patrons who pay the \$30.00 fee are considered established borrowers.

Current cardholders may check out books, selected magazines, compact discs, and audiobooks for a period of 28 days. DVDs will be checked out for 14 days. Loan periods for Outreach services and school visits are set in relation to monthly visits.

Downloaded electronic materials may be returned to the Circulation desk, book drop, or Senior/School Outreach staff.

Selected newspapers, current magazine issues, reference books, telephone books, Genealogy Room materials, and Local History materials do not circulate but may be used in-house.

CIR 4 – Renewals

Circulating materials may be renewed for up to two additional periods equal to the original loan period as long as no holds are waiting for those items.

CIR 5 – Claims Returned / Never Had

In the event, that a patron asserts that a lost item was returned, but it still appears on the patron's account, Library staff will search for the item, during which time the patron should also look for it. If the item is not found, the item will be checked out to Trace by the Librarians in-charge of the collection to which the item belongs

**Trace is an administrative tool used by Library staff to manage collections.*

CIR 6 – Lost or Damaged Materials

The Library charges for lost or damaged library materials. For lost materials or those damaged beyond repair, the total charge will consist of the replacement cost of the material. By accepting a library card the patron agrees to pay all fines and for lost or damaged library materials.

The Library will accept a replacement copy for a lost or damaged item. The replacement copy must be identical to the original copy and have the same ISBN number or other standard identifying number as determined by a Library staff member (in the case of non-book materials). The replacement copy must be new or "like new" condition.

Patrons will be charged for lost/damaged interlibrary loan materials based on the charge assessed by the lending library.

CIR 7 – Fines and Fees

The Library charges a fine of \$0.10 per day the Library is open for overdue library materials. The fines for interlibrary-loaned materials will be \$0.50 per day the Library is open.

Borrowers with fines totaling \$5.00 or less may check out materials. Borrowers whose accounts show that they have accrued fines of \$5.00 or greater will not be permitted to check out library materials.

CIR 8 – Wi-Fi Hotspot Lending

Overview

The Lewistown Public Library has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, job seekers can search for jobs, and patrons can have home access to the Library's digital resources such as our eBooks and eAudiobooks, as well as general access to the internet. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with a Lewistown Public Library card that is in good standing (i.e. library card is not blocked due to unpaid fines or lost material).

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purpose, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

This program is made possible through the Montana State Library.

Circulation

To checkout a Wi-Fi Hotspot, you must meet the following criteria:

1. You must be at least 18 years old. Parents/guardians are responsible for hotspots used by underage patrons.
2. You must have a valid email address and working phone number.
3. You must not have internet access at home.
4. Your library account must be established and in good standing, with no outstanding library fines.
5. The LPL reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Please review the following rules concerning checkout of a Wi-Fi Hotspot:

1. Wi-Fi Hotspots are available at the circulation desk.
2. Holds may be placed on Hotspots. You will receive an email notification when you device is ready to checkout.
3. This policy must be read and signed before a hotspot is checked out.
4. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per this policy.
5. Hotspots may be borrowed for 1 week.
6. Hotspots may be renewed as long as no one else has requested it.
7. The overdue cost for the device is \$1 per day the item is overdue. Please note, devices are automatically deactivated on the due date and will not work until the item is returned to the library.

Returns:

1. Hotspots must be returned in person to the circulation desk. Do not return hotspots to another library or in the library book drop.
2. All components of the hotspots kit must be returned at the same time. The hotspot will be considered late until all parts of the kit are returned.
3. If damage to the device is discovered by library staff, these costs will be added to the patron's account.
4. If the hotspot is not returned, the borrower will be charged a \$120 replacement cost for a lost device.

What's in the kit?

1. 1 Hotspot device
2. 1 Charging cable

INFORMATION SERVICES

INF 1 – Priorities for Reference Service

Reference services are an essential part of public library services. It is important that each individual who asks for assistance in finding information be treated with respect, that each question be taken seriously, and that these transactions be handled confidentially. Inquiries from patrons present in the Library are of greater priority than those inquiries received by telephone, email, or other electronic communications.

INF 2 – Interlibrary Loan

Patron requests for items not in the collection will normally be reviewed for purchase. When such items do not meet the Library's selection criteria or are not in print, the Library will attempt to borrow the items from another library through interlibrary loan.

A patron must fill out an Interlibrary Loan form available the front desk. The patron will need to have as much information as possible about the item, and a staff member will work to verify the provided information in a centralized database. This same database will also list which libraries have that item in their collections.

The Library is generally unable to borrow:

- Items published in the current year
- Copies of bound periodicals (though photocopies can be requested)
- Research material that is held with special collections

A patron will be charged a \$3.00 fee for any fulfilled ILL request to cover the cost of shipping.

The Library will attempt to borrow from libraries that do not charge; however, some libraries charge a fee. These will be passed on to the patron.

The Library will not process interlibrary loans for patrons with fines on their cards until the fines are paid. When an interlibrary loan item is processed at the Library, the patron will be notified by telephone that it is ready to be picked up. The loan periods for interlibrary loan items are set by the loaning library and may vary greatly. A patron may request that an ILL item be renewed. If that renewal is possible, the length of that renewal is determined by the lending library.

If a patron loses or damages an interlibrary loan item, they will be assessed the value of the item as set by the loaning library.

INF 3 – Use of Library Computers & Network Resources

Compliance with Policies Required

Patrons are required to comply with both the letter and spirit of these policies. Violations will be reviewed on a case-by-case basis. Violations may result in restriction or revocation of a patron's computer and/or other library-user privileges.

Compliance with other Policies

Patrons must abide by the acceptable use policies of other networks.

Inappropriate Use

Use of Library computers and networks in a manner that precludes or significantly hampers its use by others is not allowed.

Compliance with Applicable Laws Required

The Lewistown Public Library offers Internet access with the proviso that the user agrees to be socially responsible in what they view. Viewing sexually explicit, illegal, or obscene material on the Internet is prohibited. Pursuant to Montana Code Annotated Section 45-8-201, a person commits the criminal offense of obscenity (as defined in Montana Code Annotated Section 45-8-201.3) when, with the knowledge of the obscene nature thereof, s/he purposely or knowingly exhibits or otherwise makes available anything obscene to anyone under the age of 18. Violators of the law will be prosecuted. A person convicted of the offense of obscenity shall be fined at least \$500 but not more than \$1,000 or imprisoned in the county jail for a term not to exceed 6 months, or both.

The individual user, in signing up to use a computer with Internet access, accepts this responsibility, agreeing to be socially responsible in its use within the public library setting.

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library assumes no control over the content of the Internet.

The Library affirms the right and responsibility of parents to determine and monitor their children's use of the Library materials and resources. The Library staff does not act "in loco parentis" and will not monitor a juvenile's access to the Internet except within the parameters stated in the terms of use.

By use of the Library's systems, the user agrees that the Library assumes no liability for any loss or damage to the user's data software or hardware or for any other liability for damage or injury arising from the Library's provision of the service or consequence arising therefrom. Users indemnify and hold harmless the Lewistown Public Library, The City of Lewistown, and Fergus County against any liability for damage or loss arising from use or misuse of services provided by or through the Library.

Library users are prohibited from violating copyright law, theft, violating others privacy, deliberately crashing Library computer systems, modifying files without authorization, altering data, disrupting network services, introducing viruses or other damaging material or other illegal acts. If abuse of computers or network systems occurs those responsible will be held legally accountable. Misuse of

library computer or network resources may constitute trespass or disruptive behavior, both of which carry legal consequence under the Ordinances of the City of Lewistown and Montana State Law.

Conditions and Terms of Internet use in the Library

In an effort to ensure that the use of this medium is consistent with the Mission of the Lewistown Public Library, the following regulations shall apply:

Internet access on public access machines will be limited to a 1-hour limit per day before 3:00 p.m. or a ½ hour time limit per day after 3:00 p.m. Patrons must sign up at the front desk. Only one person per workstation is allowed in the Circulation Area because of space and noise constraints. Two persons are allowed to share a computer workstation in the Youth Services Lab. No food or drink is allowed by the computers. Containers must be placed away from the computer tables.

To discourage disruptive and/or illegal behavior, the following procedure will be followed for patrons who do not use either the Library provided Wi-Fi or public access computers in an unacceptable way.

1. If a patron views sexually explicit, illegal, and/or obscene material while using the Library Wi-Fi or using a Library computer that patron will be asked to clear all screens and leave the Library.
 - a) A meeting with the Director will be scheduled
 - b) A Behavior & Use Agreement form will be signed
 - c) Computer/Device use at the Library will be revoked for a period of one month
2. If the same patron views sexually explicit, illegal, and/or obscene materials while using the Library Wi-Fi or using a Library computer, for a second time, that patron will be asked to clear all screens and leave the Library.
 - a) A meeting with the Director will be scheduled
 - b) An updated Behavior & Use Agreement will be signed
 - c) Computer/Device use at the Library will be revoked for a period of six months.
3. If the same patron views sexually explicit, illegal, and/or obscene material while using the Library Wi-Fi or using a Library computer, for a third time, that patron will be asked to clear all screens and leave the Library.
 - a) A Meeting with the Director will be scheduled
 - b) Computer/Device use at the Library will be revoked completely

Internet Disclaimer

The Internet, as an information resource, enable the Lewistown Public Library to provide information beyond the confines of its own collection. It allows access it ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points of view. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet.

Equipment Failure

Data circuits and equipment are subject to failure which can cause services to become unavailable. Therefore, no guarantees for constant service are expressed or implied.

Patron Data

Ultimate responsibility for resolution of problems related to invasion of the patron's privacy or loss of data rests with the patron. The Library assumes no liability for loss or damage to the patron's data or for any damage or injury arising from invasion of the patron's privacy.

Patrons Not to Introduce or Attempt to Eradicate Computer Viruses

Patrons may not introduce malicious programs such as viruses, worms, and Trojan horses to Internet stations. If a patron suspects the presence of a virus, he/she should immediately contact the Library staff for assistance.

Library Computer Security

Patrons shall not attempt to circumvent Library computer security. This includes, but is not limited to, access data not intended for the user, logging into a computer account the user is not expressly authorized to access or attempting to gain access to the Library's servers.

Responsibility of the Users

The user is responsible for correct use of the tools available for maintaining the security of information on each computer system. The following precautions are recommended:

- Usernames, passwords, and other types of authorization that are assigned to individual patrons should not be shared with others.
- Files saved on Library computing resources may not be totally secure.
- The patron should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes.

Misuse

Any misuse which compromises system security is prohibited.

Resources

Patrons are prohibited from excessive consumption of resources, including, but not limited to, CPU time and network bandwidth.

NOTICE OF MONITORING OF INFORMATION AND DATA

The Lewistown Public Library reserves the right to examine and delete any data stored on its hard drives.

INF 4 – Limitations on Internet Access

Assistance by Library Staff

Library staff may be available to offer assistance with searching but cannot monitor or control the materials which may be accessible from the Internet. Those who search are responsible for their own searches, the information found in them and the use of that information.

Wireless Access

The Library staff will provide general information on the settings necessary to access the Internet via these connections but are not responsible for any changes made to the user's computer settings. If a user has problems accessing the Internet over these connections, staff will verify the library's connections are up and running but cannot assist in making changes to the user's network settings or troubleshoot on a computer not owned by the Library. Users should refer to owner's manuals or other support services offered by the device manufacturer.

The Library's wireless connection is not secure. Any information sent or received could potentially be intercepted by another wireless user. Cautious wireless users may choose not to transmit their credit card information, passwords, and any other sensitive personal information. Users are encouraged to take appropriate precautions when using this service.

The Library will not be responsible for information, e.g. credit card number, which is compromised, or for damage caused to hardware, software, or data files due to electric surges, security issues, or consequences caused by viruses or hacking. All wireless access users are encouraged to have up-to-date virus protection on their wireless device.

Use of the Library's wireless internet access is governed by all provisions of the Library's Use of Internet Services policy. Use of the service is understood to mean agreement to comply with all such provisions. All users are expected to use the Library's wireless access in a legal and responsible manner consistent with the purposes for which it is provided.

Headphones

Headphones are required for listening to any resource with an audio component. Users may purchase headphones from the Library or use their own.

Unacceptable Uses

A patron must comply with the following guidelines when using the Library's Internet:

- **Threatening, Harassing, or Obscene Data Prohibited** – It is not acceptable to use the Internet access to transmit threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: propagation of computer worms and viruses, and using the network to make unauthorized entry to any other network resource.
- **Private Information / Resources** – It is not acceptable for an individual to use the Internet to access information or resources unless permission to do so has been granted by the owners of holders of rights to those resources or information.
- **External Networks** – Patrons who access networks or facilities not owned by the Library will adhere to the policies and procedures established by the administrators of these networks and facilities.
- **Inappropriate Use** – Use of Internet access and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.

- Limitations on Internet Access – To safeguard minors in the Youth Services Lab from inadvertent or intentional exposure to illegal and/or inappropriate images, text or other resources on the Internet stations in the area, the Library will research, evaluate, and implement such technological and/or procedural solutions as privacy screens, filtering software, and others.

GROUP SERVICES

[GSV 1 – Programs in the Library](#)

The Lewistown Public Library sponsors programs that are informational, educational, cultural, and recreational and are designed to appeal to community audiences with a broad range of ages, viewpoints, and interests. Programs will promote Library resources and services and support its mission and strategic plan.

The Library may partner with other community agencies, organizations, educational, and cultural institutions, or individuals to develop and present programs. Professional performers and presenters may be hired for Library programs. No program topics, speakers, resources will be excluded because of possible controversy. Programs may be held at the Library or offsite.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Organizational or business affiliation of presenters may be used by the Library to promote programs; this does not constitute endorsement, merely acknowledgement.

Anyone wishing to express a concern about the content or presentation of a program sponsored by the Library must complete a Statement of Concern Form available at the front desk.

COLLECTION MANAGEMENT POLICY

[COL 1 thru 2: Purpose and Philosophy](#)

[COL 1 – Purpose of Collection Management Policy](#)

The collection management policy establishes the general public's expectation for public library collections and resources. It explains and analyzes the principles upon which selection is made and clarifies criteria that selectors use in their choice of materials and formats. In addition, it serves as a guide and reference for use by the Library Board and patrons in understanding the choices that are made in building the collection and the way materials are handled.

COL 2 – Philosophy of Selection

The Library's patrons represent different reading levels and interests. Selection does take into account the fact that patrons have a variety of points of view as well as reading and format preferences, and these need to be represented in the collection

When selecting new materials, staff will consult reviewing sources to determine which authors, titles, and subjects might be most appropriate for the collection. Patron requests will also be an important factor in selecting materials. Patrons are encouraged to make recommendations to staff for additions to the collection and staff will consider these recommendations for purchase.

In order to keep up with high demand requests, the Library will monitor the number of holds on an item and this will frequently trigger the purchase of additional copies.

The selection process takes into account that the Library users represent different points of view, some of which may be controversial. The collection will try to represent these views by offering, whenever possible, a balanced and informed perspective of issues.

COL 3 thru 6: Scope and Responsibility

COL 3 – Scope of Collection

The Library allocated its budget for collections and electronic resources based on usage data, including circulation figures, turns on particular items, database usage and attention to the Library's strategic plan.

Youth Services

The Youth Services collection provides materials for children from preschool through high school. These include board books, easy reader picture books, chapter books for beginner readers, graphic novels, and both fiction and nonfiction materials that can be read by older children and young adults. The collection also includes audiovisual materials, including: movies, audiobooks, and music appropriate for children and families.

Adult Fiction

The Adult Fiction collection emphasizes the latest in popular fiction in a variety of genres. Classic fiction is also collected, maintained and/or purchased.

Nonfiction

The nonfiction collection emphasizes materials that will help people stay informed about current events and issues; help students who need information for school projects; enable those engaged in life-long learning to research subjects that they wish to pursue; and assist those who need information for their work, at home, or for hobbies.

Electronic Sources

The Library recognizes that more resources are becoming available online and that these formats provide both currency and ease of access that normally cannot be matched by print sources. The Library has access to resources available through the state-wide database licensing known as MontanaLibrary2Go. The purchase of these materials are done at the State level.

Audio-Visual Materials

The Library's audiovisual collection included materials for all ages in a variety of formats. This includes movies, documentaries, instructional videos, and audiobooks.

[COL 4 – Scope of Outreach Services](#)

The Library has an active Senior Outreach program visiting local assisted living facilities. The Senior Outreach service makes monthly stops at nursing homes and senior residential facilities in the community. This collection serves the needs and reading capabilities of seniors in the community, including large print materials, popular best sellers and other fiction, and audiovisual materials. When selecting materials for this collection, staff selects formats that are most comfortable for a senior audience, which may not necessarily be the format that is most popular with those who use the main Library.

[COL 5 – Scope of Central Montana Local History](#)

The Local History collection houses materials of the history of Lewistown, Fergus County, Central Montana, and Montana. A complete run of the Lewistown New Argus on microfilm is also available in the Local History space. This collection also includes digitized images of local historical interest made available electronically through the Montana Memory Project and in-house.

[COL 6 – Responsibility for the Collection](#)

The final authority for the Library collection rests with the Library Board. Implementation of the policy is assigned to the Library Director, who delegates most selection activity to other personnel. All staff members and the general public are encouraged to participate in the selection of materials by recommending items for consideration.

[COL 7 thru 9: Selection, Priorities, and Patron Request](#)

[COL 7 – Selection Criteria](#)

In selecting material, staff will consider the following criteria in choosing items for the collection.

- Patron requests
- Exhibits a high degree of potential user appeal and interest
- The recommendations of reviews that appear in standard reviewing sources which describe the content and theme of the item and the accuracy of the information presented
- The reputation of the author judged by previous works or as an authority on a particular subject
- Whether or not the item will have local or regional interest
- Whether or not the reading level of the item is appropriate for its intended audience
- The suitability and durability of the format for the Library
- The price of the item
- The extent to which a work honestly and accurately depicts new, challenging, or extreme points of view or deals with subjects that are topical and newsworthy

COL 8 – Priorities for Selection

The following are more detailed criteria for selecting materials in each section of the collection.

Fiction

Because of the importance of keeping materials of current interest as well as current titles, the adult fiction collection emphasizes collecting best sellers in various genres as well as the maintenance of copies of classic fiction. This is an “on demand” collection and multiple copies of new bestsellers may be purchased to accommodate the number of reserves that are placed on them.

Nonfiction

The nonfiction collection attempts to provide some coverage in all fields of knowledge, including controversial or challenging subjects of interest to the community. The Library purchases materials of general interest and cannot specialize in any subject area or purchase materials at a research level. Staff will also try to identify those subjects that might be appropriate for patrons engaged in lifelong learning and collect titles appropriate to these subjects.

Factors that are considered when selecting items include: currency and accuracy of the materials; reputation and credibility of the author; patron demand or perceived popularity; the presentation of a controversial or challenging point of view; and the cost. Duplicate copies of nonfiction items are purchased only if there is heavy demand.

Youth Services

The Children’s collection provides both fiction and nonfiction books as well as audiovisual materials suitable for preschool through high school age children.

The selection of materials is based on reviews, award winning materials such as Newbery and Caldecott winners, patron suggestions, and popular materials of high interest. Criteria for selection include the reputation and credibility of the authors, performers, directors or other creators, the quality of the illustrations in picture books, and the presentation of diverse or controversial points of view. The Youth Services staff may purchase multiple copies of popular books and audiovisual titles, easy reader picture books, and award-winning books and videos as needed.

Audiovisual

The Library’s audiovisual collection includes audiobooks and movies. The collection is provided variously in physical media and in downloadable content that can be played on personal computers and portable devices.

The video collection includes contemporary and classic feature length films; popular television series; documentary and “how-to” films or videos on current events or controversial subjects.

The Library will purchase both fiction and nonfiction audiobooks. Staff will focus on best-selling fiction and nonfiction titles that correspond to similar print titles, as well as classic literary works.

Downloadable content purchased for the use of the Library patrons through a consortium will include selections made by librarians throughout Montana.

Local Authors

The Lewistown Public Library is pleased to have the works of many local authors in the collection and wishes to recognize the literary efforts of local authors by including their works in the collection when possible. However, these works must meet the Library's selection criteria and standards as detailed above. Writers interested in having their work included in the Library's collection should make an appointment to discuss it with the librarian responsible for selecting such materials.

COL 9 – Patron Requests

Patrons are encouraged to request items that the Library does not own and the Library will provide various means for this, from verbal discussions with a patron, patron request links on the Library's webpage and request forms that can be given out by staff.

Requests may not be placed on forthcoming items more than one month prior to the scheduled release date.

Generally, one copy of a new item will be purchased unless there is a perceived demand for more. The Library will attempt to obtain those items which are unavailable for purchase, or which are too expensive or unlikely to appeal to a general audience by borrowing them from another library.

COL 10 – Statement of Concern, Intellectual Freedom, and Concerns About Library Resources

Statement of Concern

The Library makes every effort to select materials that will appeal to the wide range of interests, points of view, reading, and viewing levels of those in the community. Staff also recognize that at times a particular item may conflict with an individual patron's beliefs or taste and that a patron may ask staff to reconsider this item. In order to accommodate a patron's concerns about an item, they may use the Library's "Statement of Concern About Library Resources" procedure to express their views and to suggest a remedy that they may want.

Intellectual Freedom

Freedom of speech, as provided for in the United States Constitution, is vital to maintaining a free society. Essential to this is the ability to see, hear, and express different ideas and viewpoints. The Library upholds these rights and adheres to the American Library Association's Library Bill of Rights, interpretations of the Library Bill of Rights, and Freedom to Read Statement.

Every individual holds beliefs and values which may, at times, be in conflict with those of others. Citizens do have the rights to request reconsideration of Library resources.

Concerns About Library Resources

Upon submission to the Library Director of a completed “Statement of Concern About Library Resources” form, the Director will conduct a staff review of the selection process and criteria, the objections raised, and the actions requested.

The Director will then submit a recommendation regarding the statement of concern form to the Library Board members so that the matter may be considered by the Board no later than its second meeting following receipt of the form.

The Director will notify the person submitting the form of the time and place of the Board meeting at which the matter will be discussed, invite them to attend the meeting, and provide a copy of the staff recommendation.

The Board’s action on the “Statement of Concern About Library Resources” is final.

COL 11 thru 13: Gift Books, Collection Maintenance, and Discarding

COL 11 – Gift Books

Gifts of books and audiovisual materials may be accepted by the Library with the understanding that donated items will not necessarily be added to the collection. Staff will select donated items for inclusion using the same criteria as used when purchasing materials. The Friends of the Library will be given all other donated materials and will accept donations in accordance with their own policies and procedures.

COL 12 – Collection Maintenance

In addition to adding materials to the collection, selectors are also responsible for weeding materials that are deemed no longer appropriate for the collection. Weeding the collection is essential to ensure that patrons have access to the most current information available, that materials in poor physical condition are removed from the shelves, to ensure that only materials that are in demand or are deemed to have lasting value are kept in the collection, and to make room for new materials or formats that should be added to the collection.

Following are some factors that should be taken into consideration when deciding to withdraw materials from the collection:

- **Physical Condition of the Item:** Books should be checked for their physical appearance and wear. If an item is withdrawn because it is in poor physical condition, it may be necessary to replace it if it has proven to be popular, if the information is still current, a newer edition of the item is available, or there are no other copies of the item on the shelf. When replacing a withdrawn item, a decision will need to be made if the format that is being withdrawn is still the best format in which to purchase the title.

- Circulation: Staff will take into account the item turns, or the number of times an item as circulated within a fixed period of time. If it is found that an item has circulated infrequently, it may be withdrawn.
- Currency and Accuracy of Information: This is particularly important for nonfiction materials in subject area such as medicine, business, computers, and finance. Selectors in these and similar areas should be aware of the timeliness of the materials, and whether or not, there have been more recent developments in a particular field that would make the materials in the collection outdated. The criterion is less important for fiction items.
- Duplicate Copies: Many titles will initially be purchased in multiples to satisfy patron demand. This is particularly true of best sellers or books of local interest. Over time, however, this popularity will probably wane, and a realistic decision should be made regarding the number of copies needed once popularity has passed. In most cases, only one copy of a nonfiction title should be kept on the shelf unless there is high circulation. The number of copies of a fiction title should be determined by the circulation of the title, and the popularity of the author.
- Local Interest: Though the Library rarely collects in depth on particular subjects or genres, it should try to maintain copies of titles by Montana authors and since these may not circulate as often as other, more popular materials, allowances should be made for maintaining these in the collection though they may not appear to be popular.

COL 13 – Disposal of Withdrawn Materials

Materials that are withdrawn from the collection may be routed to the Friends of the Library, or made available to other libraries or agencies, or offered for sale as appropriate. Materials in poor condition may be recycled or otherwise discarded.