

# Memo

**To:** State Library Commission

**From:** Darlene Staffeldt, State Librarian

**Date:** November 18, 2009

**Re:** Montana Talking Book Library Digital Loan Policy

This is a copy of the policy draft distributed to you via email on October 21, 2009. In the main, this is the policy we shared with you in Anaconda, but some changes were made. The changes center on adding clarity, definition, and timelines to what constitutes non-compliance on the part of the patron and what specific actions MTBL will take to deal with non-compliance.