

# Montana State Library Commission Policy

## Draft Circulation & Information Access Policy for the Library Information Services

### Policy Statement

The Montana State Library (MSL) meets the information needs of Montana state government employees and Montana librarians (22-1-103, MCA) and ensures all Montana citizens have access to information created by their government (22-1-219, MCA).

It is the policy of the State Library to provide circulation or electronic access to the collections of the State Library as required by Montana law and federal depository requirements and within the scope of available resources.

### Procedure

#### In-house Collections Use

The Montana State Library is open to the public during normal business hours. Patrons may use any collection materials, print or electronic, owned or made accessible by the State Library, while on the premises.

#### Library Card Issuance

Montana state employees, state agency contractors, and staff and board members of Montana libraries may request library cards from the State Library.

#### Print Circulation Procedures

Print collections as described in the MSL Collections Development Policy are available for circulation for MSL library card holders. Print collections are also available for interlibrary loan to other libraries.

Print state publications requested by non-card holders will be digitized on demand and made available electronically.

#### Checkout Periods:

- Materials circulate for 28 days.
- Two 28-day renewals are allowed unless item is requested by another patron.
- In the interest of other patrons, we reserve the right to limit the number of items checked out at any one time.

#### Holds:

- Holds may be placed on checked-out items.
- Held items when returned will be sent to the requesting patron.
- An item on hold may not be renewed.

#### Overdue and Damaged Items:

- Overdue notices may be sent to patron at 7-day intervals for 3 weeks.
- On the third overdue notice, patron may be charged for the replacement costs of unreturned items plus a \$20 processing fee.
- Patron may be charged for the replacement costs of damaged items plus a \$20 processing fee.

#### Electronic Information Access

Electronic information created by MSL including Montana state government information, natural resource information about Montana and geospatial data is made freely available via the Internet.

Licensed electronic information resources are available to all on premise and remotely to Montana State Library card holders.