



POLICY MANUAL

MISSION STATEMENT

ImagineIF Libraries provide educational and recreational materials, programs, and resources to promote literacy, inspire lifelong learning, and enrich the community.

TABLE OF CONTENTS

GOVERNANCE AND ORGANIZATIONAL STRUCTURE

Service Locations.....	4
Hours of Service.....	6
Board Powers and Duties.....	7
Board Powers and Duties Appendix 1.....	8
Hiring of Director and Staff.....	13
Continuing Education.....	14

MANAGEMENT

Fair Treatment.....	16
ADA Compliance and Accessibility.....	17
Service Animals.....	18
Confidentiality of Patron Information.....	19
Use of Recording Devices on Library Premises.....	21
Security Camera Policy.....	22
Protection of Copyright.....	24
Fees and Payments.....	25
Donations.....	27
Naming Rights.....	29
Social Media Communication.....	30
Collection Development and Management.....	32
Art Exhibits.....	37
Art Exhibit Application and Waiver.....	39
Bulletin Board.....	39
Volunteering.....	39

PATRON SERVICES

Computer Use.....	41
Patron Conduct.....	42
Safety of Children.....	43
Library Programs.....	44
Meeting Room.....	47

CIRCULATION SERVICES

Library Cards and Borrowing Privileges for Individuals.....	50
Library Cards and Borrowing Privileges for Organizations.....	51

INFORMATION SERVICES

Contracted Services Provided to Other Entities.....	53
Special Reference and Research Services.....	53

GOVERNANCE AND ORGANIZATIONAL STRUCTURE

SERVICE LOCATIONS

The Library Board of Trustees shall provide for library service to the residents of Flathead County through ImagineIF Libraries and other service outlets as the Board chooses to establish or support.

Requests for new ImagineIF locations may be considered by the Board when presented by an organization designated as the representative of the community making such a request.

Criteria for establishing new library locations and for determining the level of service to be maintained at a library location will include but is not limited to:

- distance of the community from any ImagineIF Library location
- anticipated population to be served
- present level of service to that community

Revised: 8/21/86, Reaffirmed: 1/25/96, Revised: 3/23/00, Reaffirmed: 9/26/12, Revised: 12/9/15,
Revised: 10/24/18, Reaffirmed: 7/21/22

Heidi Roedel, Chair
Library Board of Trustees



BIGFORK

Address

525 Electric Avenue
Bigfork, MT 59911

Phone

[406.837.6976](tel:406.837.6976)



COLUMBIA FALLS

Address

130 6th Street West #C
Columbia Falls, MT 59912

Phone

[406.892.5919](tel:406.892.5919)



KALISPELL

Address

247 1st Avenue East
Kalispell, MT 59901

Phone

[406.758.5820](tel:406.758.5820)

*Holds Pickup Locations: West Shore Community Library - Lakeside / Marion school - Marion

HOURS OF SERVICE

In accordance with the Montana State Library Public Library Standards, ImagineIF Libraries will be open a minimum of 50 hours per week. Hours of service are set by the Library Board of Trustees and are subject to change as finances, staffing and usage patterns require. Summer and holiday hours may be established to ensure staffing during periods of heavy and light library usage. Holiday schedules will be posted on the library's website.

The library will close on the holidays observed by Flathead County and at other times deemed necessary by the library director with the approval of the Library Board of Trustees. In the event that Christmas Day, New Year's Day, or Independence Day falls on a Saturday, the libraries will be closed on that Saturday and will be open on the Friday observed by Flathead County. Such closures will not result in additional paid holiday time for employees. Except in the case of emergencies, notice of any holiday or special closure will be posted in the library at least one week in advance.

Revised: 10/12/86; 5/28/92; 5/27/93; 9/16/93; 8/24/95; 10/3/96; 12/3/98; 8/23/01; 12/4/08,
Reaffirmed: 10/27/11; 9/26/12; Revised: 12/9/15; Revised: 10/24/18; Reaffirmed: 7/21/22

Heidi Roedel, Chair
Library Board of Trustees

BIGFORK

Hours

Closed 1-2pm daily
Tue, 11am-6pm
Wed-Thu, 10am-6pm
Fri-Sat, 11am-6pm

COLUMBIA FALLS

Hours

Mon-Fri, 10am-6pm
Sat, 10am-2pm

KALISPELL

Hours

Mon-Fri, 10am-6pm
Sat, 10am-5pm

BOARD POWERS AND DUTIES

The powers and duties of Library Boards of Trustees are set forth in Montana Code Annotated 22-1-309.

22-1-309. Trustees – powers and duties.

The library board of trustees shall have exclusive control of the expenditure of the public library fund, of construction or lease of library buildings, and of the operation and care of the library. The library board of trustees of every public library shall:

- (1) adopt bylaws and rules for its own transaction of business and for the government of the library, not inconsistent with law;
- (2) establish and locate a central public library and may establish branches thereof at such places as are deemed necessary;
- (3) have the power to contract, including the right to contract with regions, counties, cities, school districts, educational institutions, the state library, and other libraries, to give and receive library service, through the boards of such regions, counties, and cities and the district school boards, and to pay out or receive funds to pay costs of such contracts;
- (4) have the power to acquire, by purchase, devise, lease or otherwise, and to own and hold real and personal property in the name of the city or county or both, as the case may be, for the use and purposes of the library and to sell, exchange or otherwise dispose of property real or personal, when no longer required by the library and to insure the real and personal property of the library;
- (5) pay necessary expenses of members of the library staff when on business of the library;
- (6) prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds, for submission to the appropriate agency of the governing body. A separate budget request shall be submitted for new construction or for capital improvement of existing library property.
- (7) make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement. The trustees shall also provide for the keeping of such records as shall be required by the Montana state library in its request for an annual report from the public libraries and shall submit such an annual report to the state library.
- (8) have the power to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose of the gift, grant, donation, devise, or bequest. These gifts, grants, donations, devises, and bequests shall be kept separate from regular library funds and are not subject to reversion at the end of the fiscal year.
- (9) exercise such other powers, not inconsistent with law, necessary for the effective use and management of the library.

History: Ap. p. Sec. 5, Ch. 260, L. 1967; Sec. 44-222, R.C.M. 1947; Ap. p. Sec. 1, Ch. 47, L. 1927; re-en. Sec. 5668.17, R.C.M. 1935; Sec. 11-1006, R.C.M. 1947; R.C.M. 1947, 11-1006(part), 44-222.

[See appendix](#) for the statute interpretation by several Attorney General's Opinions summarized by Assistant Attorney Jim Scheier for the Montana State Library on April 19, 2013

Adopted: 1/27/2016

Terry Guidi, Chair

Library Board of Trustees

BOARD POWERS AND DUTIES APPENDIX

APPENDIX

Powers of Library Boards of Trustees

Attorney General's Opinions over the Years

Free public libraries in Montana are governed by a board of library trustees. Library trustees have a broad range of powers and duties. They are given, by statute, exclusive control of the expenditure of the public library fund, the construction or lease of library buildings, and the operation and care of the library. Mont. Code Ann. § 22-1-309. The board of trustees also has the duty to appoint and set the compensation of the chief librarian and, with the recommendation of the chief librarian, to "employ and discharge such other persons as may be necessary . . . , fix and pay their salaries and compensation, and prescribe their duties." Mont. Code Ann. § 22-1-310. The board of trustees prepares the library's annual budget and submits it to the local governing body. Mont. Code Ann. § 22-1-309(6). The board also has other specific powers and duties as described in the statute, and shall "exercise such other powers, not inconsistent with law, necessary for the effective use and management of the library." Mont. Code Ann. § 22-1-309(9).

Occasionally disputes arise between the local governing body and the board of trustees regarding the ultimate authority of each entity with respect to operation of and funding for the library. Beginning in 1986 the Attorney General has issued a number of opinions recognizing the broad statutory powers and duties vested in the board of library trustees, and the "substantial autonomy" given to the board in governing and operating the library. As we will see, however, the "autonomous" nature of the board's authority has been tempered somewhat.

Opinions Issued Prior to the 2001 Legislative Changes 41 Op. Att'y Gen. No. 91 (1986)

The Jefferson County Attorney asked the Attorney General 1) whether the Jefferson Board of County Commissioners could override the library board's decision to grant pay increases to library staff, 2) whether the county commissioners could modify the annual budget submitted by the board of trustees, and 3) whether the county commissioners had the discretion to levy no millage for funding of the library. After referring to the various statutory powers and duties of the board of library trustees, the Attorney General observed:

This brief description of the library trustees' powers and duties reflects substantial autonomy from the governing body of the local governmental unit within which the library has been established. . . . The trustees are thus quite clearly granted direct responsibility for administering the library in a manner largely independent of city or county control. That the fiscal operation of the library is heavily interrelated with that of the local government does not, at least insofar as the trustees have been accorded explicit authority, mean that their determinations are subject to plenary review and possible modification by, in this instance, a board of county commissioners.

The Attorney General responded negatively to each question, concluding that the county commissioners had no authority to 1) modify the trustees' decision concerning wage and salary amounts for library staff, 2) modify the annual budget adopted by the trustees, or 3) within statutory millage limits, refuse to levy the property taxes necessary to satisfy the annual budget adopted by the trustees.

Op. Att’y Gen. No. 98 (1988)

Two years later the Great Falls City Attorney asked the Attorney General whether the city commission had the authority to overrule a decision of the library board not to sell or lease a parking lot held in the name of the City of Great Falls but purchased to serve the library’s needs.

Some 23 years earlier the library board had asked the city to issue general obligation bonds to finance construction of a new library. The bonds were issued in the name of the city and the new library was constructed. Some of the bond money was used to purchase a parking lot for the library. While title to the lot was conveyed to the city, the library board had for 23 years leased out parking spaces in the lot to the public and received the income from those leases.

A developer of land adjacent to the library offered to purchase or lease the lot in order to meet the parking requirements of the city’s urban renewal plan. Following two public hearings the library board declined to sell or lease the lot to the developer. The city wanted to know whether it could modify the board’s decision.

The Attorney General cited Mont. Code Ann. § 22-1-309(4), which gives library boards the express power to sell, exchange, or otherwise dispose of real or personal property in the name of the city for the use and purposes of the library. Finding there was no similar authority granted to the city, the Attorney General determined that the city was not entitled to transfer an interest in the parking lot without the approval and request of the library board. The Attorney General also referred to his previous opinion in 41 Op. Att’y Gen. No. 91 (1986), and reaffirmed the reasoning in that prior opinion:

Insofar as the library trustees have been given explicit authority under the Library Systems Act, their determinations may not be subjected to plenary review and possible modification by the city commission. I conclude that the city commission may not overrule the decision by the library board of trustees not to sell or lease the library’s parking lot.

48 Op. Att’y Gen. No. 3 (1999)

The Big Horn County Attorney asked the Attorney General two questions: Where a county library is funded by a general fund levy under Mont. Code Ann. § 7-6-2501, does the board of county commissioners have the authority to 1) modify the annual budget submitted by the library board, or 2) modify the library board’s determination regarding the amount of pay increases for library personnel.

After discussing the prior Attorney General’s Opinions in 41 Op. Att’y Gen. No. 91 (1986) and 42 Op. Att’y Gen. No. 98 (1988), the Attorney General noted that, while the Big Horn County Library was funded through the general fund rather than through the library tax levy authorized by Mont. Code Ann. § 22-1-304, this “does not allow county commissioners to usurp the library trustees’ statutory authority in setting the library’s budget and compensation for the library staff.” The Attorney General observed that in enacting the statutes regarding the formation and operation of free public libraries, “the legislature clearly intended that library trustees be given independent power to manage and operate libraries without the threat of being censored by a city or county government.” The Attorney General reaffirmed the express statutory authority of library boards:

To hold that a board of county commissioners could usurp the library trustees’ express statutory authority by simply funding the library’s budget through the general fund would defeat the very purpose of free public libraries and render meaningless §§ 22-1-301 to - 317. Accordingly, if the county commissioners fund the library’s budget through the general

fund, the power to decide the budget and library staff compensation still rests with the library trustees as set forth in Mont. Code Ann. §§ 22-1-309 and -310.

The Attorney General also recognized that when a county chooses to fund its library through the general fund a public vote is not necessary for the county to provide the library with funding in excess of five mills.¹ However, he noted that while the commissioners have no authority to modify specific parts of the budget submitted by the library board, they do have authority to “limit the overall funding of the budget to five mills as if it were being funded pursuant to tax levy under Mont. Code Ann. § 22-1-304,” observing that any other conclusion would allow library trustees to adopt a budget that could assume the entire general fund levy.

The 2002 Opinion 49 Op. Att’y Gen. No. 16 (2002)

The Broadwater County Attorney asked the Attorney General whether the local library board had the authority to require the Broadwater County Commissioners to levy five mills to support the library. The Attorney General first noted that the 2001 Montana Legislature had passed House Bill (HB) 124, which made significant changes in the laws relating to local government and taxation. Specifically as it relates to libraries, HB 124 amended Mont. Code Ann. § 22-1-304 to delete the former reference to a five-mill levy. As amended, the statute authorizes the county to simply levy mills for support of the library, without reference to the number of mills levied, provided the budget fits within the restrictions of Mont. Code Ann. § 15-10-420..

In place of the numeric levies that were formerly found in Mont. Code Ann. § 22-1-304 and other statutes, Mont. Code Ann. § 15-10-420 as amended allows a county to levy sufficient mills to raise the amount of property tax raised in the previous year, with an upward adjustment to account for inflation. The Attorney General noted that since the reference to a five-mill levy has been eliminated from Mont. Code Ann. § 22-1-304, there is no longer a statutory basis to argue that the library board can require county commissioners to levy five mills for support of the library budget.

Nevertheless, the Opinion recognized the continuing significance of previous Attorney General’s Opinions dealing with the authority of library boards: In my opinion, the 2001 statutory changes . . . did not delete the library board’s authority to determine the amount of financial support required by the library, nor did they confer on the county commissioners the authority to modify the library budget submitted by the library board. (Emphasis added).

It is therefore my opinion that [HB 124] did not give the board of county commissioners the authority to modify the budget submitted by the library board pursuant to Mont. Code Ann. § 22-1-309(1), provided that budget fits within the provisions of Mont. Code Ann. § 15-10-420. . . . [T]hat statute, as amended in 2001, limits the county to the number of mills required to raise the amount of money raised in the previous fiscal year, subject to statutory adjustments. Under the reasoning of 48 Op. Att’y Gen. No. 3 (1999), the budget which the library board may require the commissioners to adopt is limited to the amount budgeted in the prior year as adjusted pursuant to section 15-10-420.

¹ In 2001 the Montana Legislature amended Mont. Code Ann. § 22-1-304 to delete the reference to a five-mill levy. The effect of the amendment was analyzed in 49 Op. Att’y Gen. No. 16 (2002), discussed below.

The Attorney General’s correctly concluded that HB 124, passed by the 2001 Legislature, did not affect the respective authority of library boards and local governing bodies with respect

to library budgets. However, as discussed below, some ten years later the Attorney General acknowledged that the analysis in the 2002 Opinion was “incomplete.”

The 2001 Legislative Changes and the 2012 Opinion

The four Attorney General’s Opinions discussed above clearly and consistently recognized the broad statutory powers and duties of library boards of trustees; authority that enables library boards to manage and operate a library “largely independent of city or county control.” However, an Attorney General’s Opinion issued last year changed the landscape somewhat.

54 Op. Att’y Gen. No. 7 (2012)

The Livingston City Attorney posed several questions regarding its relationship with the Livingston-Park County Public Library. The main question asked was whether the library board, by adopting a budget, could require the city and county to levy a sufficient amount to fund the budget as proposed by the board. The Attorney General reviewed previously issued opinions, as well as legislative changes made in the 2001 session. In particular, the Attorney General noted that the 2001 Legislature enacted Mont. Code Ann. § 7-6-4035, which provides in relevant part: “The proposed budget and mill levy for each board, commission, or other governing entity are subject to approval by the governing body.” (Emphasis added). The Opinion also referred to the enactment of Mont. Code Ann. § 7-6-4036, which provides:

The governing body shall fix the tax levy for each taxing jurisdiction within the county or municipality . . . after approval and adoption of the final budget . . . at levels that will balance the budgets as provided in 7-6-4034.

The Opinion determined that the 2001 legislative changes “upended the funding of public libraries,” changing the law from “a scheme in which library boards had complete control over the library budget . . . to a scheme in which . . . the library board’s proposed budget was subject to approval by the local governing body.”

The 2012 Opinion acknowledged that to the extent the 2002 Attorney General’s Opinion failed to address Mont. Code Ann. §§ 7-6-4035 and -4036, its analysis was incomplete and its holding was inapplicable to the questions presented by the Livingston City Attorney. To be fair, however, the 2002 Opinion only addressed HB 124, a lengthy and very complex bill known as “the Big Bill.” The Attorney General in the 2002 Opinion correctly determined that HB 124 did not change the respective budgetary powers of library boards and local governing bodies. The 2002 Opinion did not, however, address Senate Bill 138, passed in the same 2001 session, which enacted Mont. Code Ann. § 7-6-4035 and -4036, discussed above. These are the two statutes that place approval authority over library budgets directly in the hands of local governing bodies.

The 2012 Opinion also distinguished the Attorney General’s Opinions issued prior to the 2001 legislative changes, finding them inapplicable to the extent their holdings conflict with the 2001 changes to the statutes. Other aspects of those Opinions remain valid, however.

Conclusion

The 2012 Opinion establishes new parameters on the relationship between a library board and the local governing body in the case of the preparation and approval of the library’s budget. The library board still has the statutory responsibility under Mont. Code Ann. § 22-1-309(6) to “prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds.” However, the budget prepared by the

board is ultimately subject to approval by the local governing body. The 2012 Opinion did, however, recognize that library boards have the power to:

- Determine how to use unspent funds in the library reserve fund; and
- Determine the details of their budget, such as hiring and firing, fixing salaries, prescribing duties of library employees, personnel administration, etc.

Thus, while the 2012 Attorney General's Opinion acknowledges that local governing bodies have final approval over budgets prepared by library boards, the Opinion also implicitly recognizes the basic principle that was first established in the 1986 Opinion – that library boards retain “responsibility for administering the library in a manner largely independent of city or county control.”

HIRING OF DIRECTOR AND STAFF

The Flathead County Policy and Procedures Manual applies to all ImagineIF Library staff members and all matters pertaining to personnel unless otherwise noted in Library Policy.

Per MCA 22-1-310, in personnel matters, library trustees have a broad range of powers and duties, which may override those set forth in the Flathead County Policy and Procedures Manual. These are:

- The duty to appoint and set the compensation of the library director.
- With the recommendation of the library director, to employ and discharge such other persons as may be necessary, to fix and pay their salaries and compensation, and to prescribe their duties.
- Grievances and appeals regarding disciplinary action and termination to be heard by a Board will be heard by the Library Board and not by the Board of Commissioners.

Adopted: 8/25/2011; Revised: 1/27/2016; Revised: 1/27/2022

Heidi Roedel, Chair
Library Board of Trustees

APPENDIX

[Hiring the Director \(mt.gov\)](#)

APPENDIX

[Working with the Library Staff \(mt.gov\)](#)

CONTINUING EDUCATION

The Library Board of Trustees believes that continuing education of staff members is vital to the provision of quality library service. The Board of Trustees therefore declares its commitment to further education for library staff members, who are constantly adapting to meet the changing needs of library users.

ELIGIBILITY

All staff members are expected to pursue continuing education. Staff members are encouraged to participate in conferences, workshops, meetings, classes, and professional organizations and may request a schedule change and/or financial assistance to that end.

RESPONSIBILITIES

It is the responsibility of staff members to work with their supervisors to identify opportunities for continuing education.

It is the responsibility of the director and supervisors to encourage staff members to take advantage of educational opportunities, to determine who shall attend, and to determine if financial assistance will be offered, and to set an example by participating in continuing education and using such education for the benefit of the library.

Adopted: 8/24/95; Revised: 8/26/99; Reaffirmed: 8/26/11; Revised: 3/28/2012; Reaffirmed: 3/25/15;
Revised: 4/4/18; Reaffirmed: 1/27/22

Heidi Roedel, Chair
Library Board of Trustees

MANAGEMENT

FAIR TREATMENT

The Library Board of Trustees affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their successes.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded solely because of the origin, background, or views of those contributing to their creation.

I. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

II. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

III. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

IV. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

V. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Approved: 10/19/89; Reaffirmed: 1/25/96; Revised: 1/27/00; 12/04/08; 10/27/11; Reaffirmed; 6/27/12; 7/22/15; Revised: 5/26/2022

Heidi Roedel, Chair
Library Board of Trustees

ADA COMPLIANCE AND ACCESSIBILITY

The Library Board of Trustees strives to provide equal access to all library facilities, activities, and programs in adherence to the Americans with Disabilities Act of 1990. ImagineIF Libraries does not discriminate on the basis of disability in the admission or access to employment, library programs or services. Service animals, as defined by the Americans with Disabilities Act, accompanying individuals are welcome in the library.

The library welcomes input about ways the library can more completely serve customers, and every effort will be made to accommodate the needs of persons with disabilities. Questions about ADA compliance and suggestions or complaints about accessibility of library facilities, activities and programs should be addressed to the library director.

Approved: 3/24/94; Reaffirmed: 3/28/96; Revised: 5/25/00; Revised: 7/22/10; Reaffirmed: 9/26/12; Revised: 12/9/15; Revised: 7/21/22

Heidi Roedel, Chair
Library Board of Trustees

APPENDIX

https://www.ada.gov/service_animals_2010.htm

SERVICE ANIMALS

DEFINITION OF SERVICE ANIMAL

Americans with Disabilities Act (ADA):

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

(U.S. Department of Justice - Civil Rights Division - Disability Rights Section)

Montana Code Annotated (MCA):

(2) "Service animal" means a dog or miniature horse individually trained to provide assistance to an individual with a disability. The term does not include an emotional support animal.

[\(MCA 49-4-203\)](#)

RULES FOR SERVICE ANIMALS AT IMAGINEIF LIBRARIES

- Animals over the age of 6 months must be up to date on all age-appropriate vaccinations, fully licensed, and house-broken.
- Animals cannot be left unsupervised on library property.
- Animals should be well maintained as clean, pest and odor free to the best of the owner's ability when visiting the library.
- Animals must be leashed at all times and fully under the control of their owner while on library property.
- Owners must clean up after their animals. Animals that urinate, defecate, or vomit on library property will be removed and the owner will be charged a \$35 biohazard fee per incident.

ImagineIF Libraries reserve the right to remove any animal from the premises if the animal is causing damage to library property, disturbing library patrons, and/or interfering with library operations or services. This includes auditory disturbances such as barking, whining, etc.

ImagineIF Libraries require owner to pay for any damage to library goods or property caused by their animal. Owner is liable for injury to any person or animal as a result of their animal's actions while on library property. Owner accepts all liability related to their animal being on library property.

Any real or perceived act of animal aggression will result in a permanent trespass of the animal from the library. If any animal has been trespassed, the owner is welcome to access library property and services without the animal.

Any incidents involving animal attacks will be reported to the library board, Kalispell Police Department, Flathead County Animal Control, and Flathead County Health Department.

Approved 2/23/23

Doug Adams, Chair
Library Board of Trustees

CONFIDENTIALITY OF PATRON INFORMATION

Confidentiality of library use is essential to ensure citizens' freedom to access information. The purpose of this policy is to safeguard the privacy of those who use ImagineIF Libraries. The topics covered in this policy include, but are not limited to, library card registration data, circulation records, library visits and/or any data that contains information that links a specific customer to specific materials or services used.

INFORMATION COLLECTED BY IMAGINEIF LIBRARIES

Individuals may choose to share personal information, such as names, email addresses, postal addresses and telephone numbers in order to receive certain library services, such as registering for library cards, accessing Montana Shared Catalog Partners Resource Sharing Group materials or interlibrary loans, or receiving personal responses to questions.

Information about individuals' borrowing history, computer use or other library use will not be kept by ImagineIF, except as necessary for the library to function. Once borrowing transactions are complete, information linking individuals and items is automatically expunged except for the purposes of fines and/or materials collection. ImagineIF does not track individuals' internet use or electronic resources accessed. Aggregate statistics about library programming, computer use, materials circulation and other services are collected and reviewed in order to improve and expand library services; these statistics do not contain personally identifying information.

ACCESS TO LIBRARY ACCOUNTS BY INDIVIDUALS

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 ImagineIF Libraries immediately. Information about a borrower's circulation record also may be released to the borrower, in person, upon presentation of photo ID and verification of date of birth.

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:

- If the caregiver is in possession of the child's card, they may be given any information in the child's record.
- If the child's card is not present, information will be provided to the caregiver listed on the library account upon presentation of photo identification, and will be limited to materials that are overdue, lost or damaged, or related to fines owed.

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.

THIRD-PARTY ACCESS TO LIBRARY RECORDS

ImagineIF Libraries partner with some third-party vendors to provide additional library services, such as database access and downloadable media. Customers who choose to use these services are encouraged to learn about the privacy policies of those service providers.

In all cases, ImagineIF seeks reputable and responsible partners, and restricts access to personally identifiable information by third parties, but the individual privacy policies of these partners vary. ImagineIF is not responsible for protecting personal information garnered by outside websites.

ImagineIF Libraries may use third-party agencies to recover materials from borrowers.

ACTIVITIES PROHIBITED AND NOT PROTECTED

This policy does not prevent the library from exercising its rights to enforce the library Customer Conduct policy; to protect its facilities, computer network and equipment from harm; or to prevent the use of library facilities and equipment for illegal purposes. Additional information may be collected on an individual basis to ensure the proper functioning of the library. In these cases, information will be kept confidential unless ImagineIF finds it necessary to take legal action.

Adopted: 2/23/89; Revised: 1/25/96; Revised: 1/27/00; Revised: 2/24/11; Revised: 1/26/12;
Reaffirmed: 6/27/12; Revised: 7/22/15; Revised: 1/27/22

Heidi Roedel, Chair
Library Board of Trustees

USE OF RECORDING DEVICES ON LIBRARY PREMISES

The duty of fulfilling the Library's strategic plan is the first priority of ImagineIF Libraries and the filming and photography described below is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's strategic plan.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. Persons who wish to photograph individuals or groups inside the Library must seek verbal permission from the subjects before doing so.

Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security or that is in violation of this policy.

AMATEUR PHOTOGRAPHY/FILMING

Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted.

NEWS MEDIA PHOTOGRAPHY/FILMING

The Library has an open-door policy for media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. Advance authorization for such photography must be obtained from the Library Director or Director's designee at 758-2445.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the library itself. It disallows using library facilities as interview venues for unrelated stories, and disallows access to library patrons for opinion polls within its facilities. Any other filmography/ photography will be allowed at the discretion of the Library Director.

Community organizations holding scheduled events or meetings in library meeting rooms may arrange for their own news coverage of their events. Such photography and filming is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/FILMING

The Library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, film, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and films may be copied, displayed, published (including on the Library's and the Library Foundation's website), in a newsworthy context to inform the public about the Library. Use of photos for publicity or marketing purposes must be accompanied by a release form. This section extends to photographs and filming by library staff at the ImagineIF Library Foundation and Friends of the Library events and at library booths and programs at public events in the community.

Adopted: 02/22/12; Revised: 04/04/18; Revised: 07/21/22

**Heidi Roedel, Vice-Chair
Library Board of Trustees**

SECURITY CAMERA POLICY

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the library's Patron Conduct policy, to assist library staff in preventing such violations, and when necessary, to assist law enforcement in prosecuting criminal activity.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Video recording cameras are operated in public spaces of the library locations to discourage criminal activity and violations of the library's Patron Conduct policy. Recordings are restricted under the Electronic Communication Privacy Act. (MCA 45-8-213- Privacy in Communications.)
2. Cameras may be installed in outdoor and indoor locations where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as the parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. No Cameras are installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Cameras are not continuously monitored in real time. Members of the public and staff should take appropriate precautions for their own safety and for the security of their personal property. Neither ImagineIF Libraries nor Flathead County is responsible for loss of property or personal injury.
6. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no more than 14 days. As new images are recorded, the oldest images will be automatically deleted, unless they are required for an incident investigation or legal dispute, in which case they may be retained for a longer period of time as required by local and state laws.
7. Regarding the placement and use of security cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.
8. Cameras are not used for the purpose of staff performance evaluation. Cameras may be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on library property but also the sidewalk, public streets, and surrounding properties.

USE/DISCLOSURE OF VIDEO RECORDS

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the library's Patron Conduct policy is restricted to designated managers; including the Library Director, Public Services Librarian, IT Coordinator and Branch Managers. The Library Director holds the authority to designate library staff members or contractors who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to trespassed or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated

staff members are permitted to connect the recorded digital images with identification data available on the library's user database.

2. Those designated managers may have access to real-time images, viewable on desktop monitors located in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to ensure that the system is working or to ascertain if footage is available relative to a specific incident.
3. Access is also allowed by law enforcement pursuant to a subpoena, court order, or when required by law.
4. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity or actions considered disruptive to normal library operations as delineated in the library Patron Conduct policy.
6. In situations involving trespassed patrons, stored still images may be shared with staff system-wide. Such images may remain posted in restricted staff areas for the duration of the trespass period. After the trespass period ends, such images will be archived in administrative common drive.
7. A log will be maintained with name, date, time, duration and reason for all viewing access to security camera data by anyone for any purpose.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about any individuals. Members of the general public who feel that they have been unjustly denied access to security camera footage are advised to file a police complaint.
2. A breach of the above confidentiality and privacy provisions may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach must immediately inform the Library Director of the breach.

DISCLAIMER OF RESPONSIBILITY

1. A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on ImagineIF Libraries' official website.
2. Questions from the public may be directed to the Library Director.
3. The library disclaims any liability for use of security camera data in accordance with the terms of this policy, given that the library is a public facility, and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Adopted: 7/27/2023

**Doug Adams, Chair
Library Board of Trustees**

PROTECTION OF COPYRIGHT

It is the intent of ImagineIF Libraries to comply with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention and use of copyrighted materials. A notice of copyright will be prominently placed on photocopier(s) and other library equipment capable of duplicating or reproducing copyrighted materials. Library staff will refuse any request that would violate copyright regulations. Policies and procedures for use of the library's meeting room will include provisions related to use of copyright-protected materials.

Library staff will follow copyright law in selecting and using materials for public performance at programs. The library rarely purchases audiovisual materials with public performance rights; DVDs, downloadable materials and music CDs are loaned for personal and home use only. When using library meeting rooms, organizations must follow copyright laws. Original or copyright-free art will be used to produce library publicity materials.

Adopted: 1/28/88; Reaffirmed: 1/25/96; Revised: 1/27/00; Revised: 12/04/08; Reaffirmed: 10/27/11; Reaffirmed: 6/27/12; Revised: 7/22/15; Reaffirmed: 1/27/22

Heidi Roedel, Chair
Library Board of Trustees

FEES AND PAYMENTS

This policy describes under what circumstances the library charges fees and the payment methods used to collect such fees.

Fees are approved by the Board of Trustees and posted on the library's website as well as at the Circulation Desks. As part of the annual budget process, the library director reviews, assesses, and adjusts fees as needed and submits any changes to the Board of Trustees for approval.

REPLACEMENT COSTS AND COLLECTION SERVICE CHARGES

One of the library's primary goals is to have a diverse, well-managed collection readily available to all patrons. Replacement charges and collection service fees are intended to encourage the timely return of materials, and to defray the costs of tracking past due items, sending delinquent notices and engaging a collection service.

Materials not returned by their due date will be labeled overdue. Patrons with overdue items will be notified by email, encouraged to return the item promptly, and informed of the charges that apply if the item is not returned. Non-traditional materials have no grace period, and fines accrue immediately on the due date (See Fee Schedule).

Materials 21 days overdue will be considered lost. Patrons will be charged the actual cost of the item at the time the replacement is purchased by the library, and a processing fee that depends on the nature of the material (see Fee Schedule). No refunds can be issued once replacement has been made. If the library chooses not to replace a lost material, patron will be charged the original acquisition cost and a processing fee. All replacement transactions and charges are final.

At the discretion of the library director, patrons themselves may purchase items for replacement. Such items must be new or like new, identical to the lost item, with the same ISBN as the original. Patrons must check with the library director before attempting to replace lost materials.

Accounts with charges 35 days overdue will be turned over to a collection service. Once the account has been turned over to collections, patrons must pay all costs charged by the collection service, even if borrowed materials are returned.

Accounts with outstanding charges of \$10 or more will be suspended. All borrowing privileges will be revoked until outstanding charges are paid in full or payment arrangements have been made. Fees for items referred to a collection service must be paid in full before borrowing privileges can be restored.

REPLACEMENT OF LIBRARY CARDS

If a patron loses their library card and requests a replacement, the library will charge a small fee (See Fee Schedule).

Patrons are responsible for materials checked out on their account before the card is reported lost or stolen. Claims that a patron did not check out the materials on their account must be supported by a police report listing the theft of the card and/or materials dated within two weeks of the checkout.

CHECK PAYMENT POLICY

Checks may be used to pay for library charges and collection service fees, copies and computer printing, lost or damaged materials, Service Animal charges, merchandise purchases, and to make donations to the library.

Checks may only be written for the exact amount owed the library or the amount of a donation. Cashback is not available.

If a check is returned for any reason, patron is responsible for the original amount owed, any bank charges, and a \$20 service fee.

CREDIT/DEBIT CARD PAYMENT POLICY

ImagineIF Libraries accept credit and debit cards, in addition to cash and checks, for payments by adults age 18 and older. Card payments can be made at the main circulation desk.

Credit/debit cards may be used to pay for library charges and collection service fees, copies and computer printing, lost or damaged materials, Service Animal charges, merchandise purchases, and to make donations to the library.

Prohibited card activities include but are not limited to: cash advances or cash back, surcharges or additional fees for card transactions, refunds in excess of original amount paid, payments made over the phone or via email, and split-tender transactions.

For security reasons, ImagineIF Libraries reserve the right to refuse service or cancel transactions at any time if fraud or unauthorized or illegal use is suspected. If card and receipt signatures do not match, staff will request a government issued photo ID to verify cardholder's identity.

Completion of a card transaction is contingent upon both the authorization of payment by the applicable card company or financial institution and acceptance of the payment by the library. In the event that the card payment can't be processed, the patron is responsible for full payment by cash or check.

In the event the library is notified of a dispute, the director will investigate the transaction and respond as necessary.

ImagineIF Libraries respects patron privacy. Credit/debit card transaction details are encrypted at point of swipe.

By processing, patron agrees to accept and assume all risks and responsibilities for the losses and damages that may arise from the use of card payment services and releases ImagineIF Libraries and Flathead County from all liability.

Approved 3/23/23

**Doug Adams, Chair
Library Board of Trustees**

DONATIONS

In accordance with MCA 22-2-309, "The library board of trustees of every public library shall have the power to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose of the gift, grant, donation, devise, or bequest."

All such gifts, grants, donations, devises, or bequests to ImagineIF Libraries must be received and accepted by the library director or proxy on behalf of the Board of Trustees. The Board reserves the right to reject any donation.

Monetary gifts, grants, donations, and bequests designated by the donor for a purpose that either violates applicable law or is not consistent with ImagineIF library policies and strategic plans will be returned to the donor. If the donor can't be identified, the Board will direct the donation towards a general purpose that benefits the library.

MONETARY DONATIONS OF LESS THAN \$1000.00

Monetary gifts, grants, donations, and bequests of less than \$1000.00 designated by the donor for a specific purpose and /or branch shall be placed in Fund 7055 (Gift Fund) to be used for their intended purpose, as long as such purpose does not violate applicable law, and is consistent with ImagineIF library policies and strategic plans.

Monetary gifts, grants donations, and bequests of less than \$1000.00 designated by the donor for a long-term capital improvement project, or not designated by the donor for a specific purpose, shall at the Board's discretion, be placed in Fund 4020 (Library Depreciation Reserve Fund) or directed to the ImagineIF Library Foundation or any public foundation dedicated to the support of the Flathead County Library System.

Monetary gifts, grants, donations, and bequests designated by the donor for a purpose that either violates applicable law or is not consistent with ImagineIF Library policies and strategic plans will be returned to the donor. If the donor can't be identified, the Board will direct the donation towards a general purpose that benefits the library.

MONETARY DONATIONS OF \$1000.00 OR MORE

Monetary gifts, grants, donations and bequests of \$1000.00 or more must be presented to the Board of Trustees for consideration before deposit. The Board may direct such donations to Fund 4020 (Library Depreciation Fund), the ImagineIF Library Foundation or any public foundation dedicated to the support of the Flathead County Library System.

Monetary gifts, grants, donation and bequests designated by the donor for a purpose that either violates applicable law or is not consistent with ImagineIF Library policies and strategic plans will be returned to the donor. If the donor can't be identified, the Board will direct the donation towards a general purpose that benefits the library.

NON-MONETARY DONATIONS

Gifts of no-library materials, such as collections, works of art, furniture, real estate, and equipment will be considered individually by the Board of Directors. Any items donated to the library become the property of the library to be used or disposed of as best fits the library's needs. ImagineIF Libraries is not obligated to replace donated items that are lost or stolen.

The library is not responsible for any appraisal that may be required that may be required in connections with a non-monetary donation. Proceeds from a sale of such gifts will be handled as above.

Memorial donations involving installation may be accepted by the library with the provision that the donor takes responsibility for their installation. Memorial donations become the property of the library and may be disposed of at the Board's discretion when they no longer serve the library's needs. Memorial donations will not be returned to the donor or their successor.

DONATIONS OF MATERIALS OR FUNDS FOR LIBRARY MATERIALS

For gifts of library materials or donations intended for the purchase of library materials please refer to Policy 5000 (Collection Development).

Adopted: 7/23/2001; Revised: 12/4/2008; Reaffirmed: 2/22/2012; Revised: 12/3/2014; Reaffirmed: 1/27/22; Revised: 10/27/2022

Doug Adams, Chair
Library Board of Trustees

NAMING RIGHTS

The ImagineIF Library Board of Trustees shall have sole responsibility for naming or renaming library facilities and/or subunits of facilities.

Generally, facility subunits shall be named according to ImagineIF branding guidelines and professional best practices in libraries. However, ImagineIF Libraries also offers naming rights for facility subunits when the Library wishes to recognize substantial financial contributions to support library facilities. With regards to contributions from corporations, ImagineIF Libraries adheres to Flathead County's Advertising Policy. Moreover, as to contributions from corporations, in the event of a conflict between Policy 1005: Naming Rights and Flathead County's Advertising Policy, the Advertising Policy controls.

Naming opportunities may be offered to individuals, families, foundations, organizations or corporations to recognize financial support for library facilities and sub-units of library facilities. These opportunities will be administered by the ImagineIF Library Foundation, in collaboration with Library staff. All such naming opportunities must be approved by the Library Board of Trustees and administered in compliance with guidelines and procedures developed by the Library Director (Addendum A).

Naming rights may not be offered into perpetuity. The duration of naming rights will be outlined in the guidelines and procedures.

The Library Board authorizes the Library Foundation and Library staff to carry out such a program for recognition of major donors, as approved by the Board, with the clear understanding that the standards and guidelines of the program will be administered unitarily and equally at all times. The Board shall have thirty (30) days to modify a commitment.

Adopted: 3/27/2019

Michael Morton, Chair
Library Board of Trustees

SOCIAL MEDIA COMMUNICATION

PUBLIC POSTINGS

ImagineIF Libraries offers social networking for informational, educational, cultural, and recreational purposes. Library social networking provides an online public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues among Library staff and Library users.

Comments and postings by participants other than Library staff moderators do not necessarily reflect the official position of ImagineIF Library or its staff. Social networking includes, but is not limited to, formats such as instant messaging, text-based posts, discussion lists, websites, and social network pages. The Library does not collect, maintain or otherwise use the personal information stored on any third-party site in any way other than to communicate with users on that site, unless granted permission by users. Users should be aware that third party sites have their own privacy policies and should proceed accordingly.

ImagineIF Libraries may remove their account/profile at any time from social networking sites. ImagineIF Libraries reserves the right to monitor content on all of its social networking sites and to remove messages or postings containing the following:

- Copyright violations off-topic comments
- Commercial material/spam
- Duplicated posts from the same individual
- Obscene, threatening, libelous or inappropriate comments, photos or images

Patrons are strongly encouraged to protect their privacy when commenting or posting on social networking sites. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address. As with other Library materials, a Child's use of social networking tools is the responsibility of the parent or guardian.

By posting content on Library social media pages, the user agrees to indemnify ImagineIF and its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by any of them which arise out of or are related to the posted content. Forums and messaging may not be used for commercial purposes or for organized political activity. If any user does not agree to these terms, he or she should not use the service, as violation of the terms can lead to legal liability.

IMAGINEIF STAFF POSTINGS

The ImagineIF Board of Trustees recognizes the importance of responsible marketing through social media, as this has become a primary source of advertising library programs and events, and provides a general awareness of the Library to the general public.

ImagineIF uses social media in the following ways:

- Advertising
- Communicating library and other events to the public
- Liking and/or sharing relevant information with the public posted by individuals or other organizations
- Sharing creative ideas relevant to library programming
- Sharing book reviews, lists of new books, and other relevant information on books
- Other ways as approved by the Library Director

The Library maintains multiple social media accounts. Individual staff members are assigned by the Library Director to post to the various social media accounts. All postings must be relevant to library or local business or programming. Posts should not include links to any site that may be malicious. Photos in which faces can be personally identified may be used only if written permission is on file with the Library Director. Posts will not include any profanity, nudity, or political content (whether written or shared). Posts will not include statements that are inappropriate because they are discriminatory, threaten violence, are obscene or otherwise disparage members of the public or co-workers. All posts are subject to pre-approval by the Library Director or her designee. No posts concerning past or ongoing trustee actions, matters of conflict, or policies will be posted without Director and Board of Trustees approval.

Individuals authorized to post should only access these sites for Library purposes, and only for reasonable amounts of time. Excessive time spent on these sites and/or time spent for reasons other than Library business subjects the employee to disciplinary action.

All the foregoing policies apply to communications through newspaper, television, and radio press as well.

Adopted: 5/26/2022

Heidi Roedel, Chair
Library Board of Trustees

COLLECTION DEVELOPMENT AND MANAGEMENT

The purpose of the Collection Development and Management Policy is:

- To document collection management procedures;
- To guide staff in the selection, retention, and withdrawal of library materials;
- To inform the public of the philosophy of collection development and the policies involved; and
- To establish a framework for continuous collection evaluation and improvement.

COLLECTION OBJECTIVE

The ImagineIF Libraries' collection is developed based upon community interests and needs, the composition and use of the existing collection, and input from customers, staff, and the Library Board of Trustees.

ImagineIF's primary service commitment is to the people within its service area.

ImagineIF's collections fairly serve people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin and human condition. The collection is organized to provide unrestricted and easy access within the limitations of space and budget. All ImagineIF materials are intended for public use and, with the exception of selected special or reference collections, all materials are available for check-out.

COLLECTION RESPONSIBILITY

The Board of Trustees vests responsibility for selection of library materials in the Library Director under guidelines established by the Board. Members of the staff, qualified by reason of education and/or experience, serve on the Collection Development Team and are assigned to assist with the selection of materials.

GENERAL COLLECTION DESCRIPTION

The library collections are comprised primarily of popular materials directed toward the general public and an effort is made to have the most current information available. There is a special collection of materials that focuses on the history of Flathead County and surrounding areas. Older general material is held only if it has local historical significance.

COLLECTION PHILOSOPHY

The presence of materials in the Library collection does not reflect endorsement or approval of its contents by the ImagineIF Libraries Board of Trustees, ImagineIF Libraries Staff, or its funding agencies.

SELECTION CRITERIA

Selectors acquire materials based on the following criteria:

- Customer demand and interest
- Critical reviews
- Presentation and readability
- To provide alternative or opposing perspective on a topic or issue
- Author's reputation and significance as a writer
- Reputation and standing of the publisher
- Local or national significance
- Availability of the material or information elsewhere
- Quality of the physical format

- Reasonable cost
- Avoidance of any visual depiction of sexually explicit conduct that is or appears to be a minor

The criteria for selection, acquisition, customer requests, duplication, replacement, and withdrawal (weeding) are the same for all materials and formats. Selection of materials is driven by customer demand in all formats for all ages. Items do not need to meet all criteria to be selected, nor does fulfilment of criteria necessarily guarantee selection.

Selectors use a number of selection aids in order to assist with selection decisions. Such selection aids may include, but are not limited to:

- Reviews in professionally recognized journals, including Library Journal, School Library Journal, VOYA, Kirkus Reviews, and Publisher’s Weekly
- Book lists and Awards lists from recognized authorities, including library associations

In most cases, the library will not purchase or accept as gifts self-published materials that are not reviewed in established review journals.

Electronic collections available through MontanaLibrary2Go are part of a statewide consortium. These materials are selected and withdrawn by a cooperative committee, not by ImagineIF staff, and are subject to separate collection development policies and procedures. MontanaLibrary2Go is administered by Montana State Library and by two committees: an elected Executive Committee and a volunteer Selection Committee.

APPENDIX

[MontanaLibrary2Go Policies and Procedures](#)

USER REQUESTS

ImagineIF values community input on our collections. As such, all user requests are considered for purchase. Items requested must meet the selection criteria described in this policy, and ImagineIF is not obligated to purchase items requested.

Generally requested titles are purchased if:

- The title was published in the last 5 years
- The cost is less than \$35
- The subject has strong local interest

If requested items are not selected for purchase, every reasonable effort will be made to secure requested items via the Partners Sharing Group or Inter-Library Loan.

DUPLICATE PURCHASING

ImagineIF selectors may purchase multiple copies of items in order to meet the demand of local users. However, every effort is made to ensure that purchasing of duplicates does not occur at the expense of less popular, though equally important, collections.

In order to achieve this balance, ImagineIF maintains a 5:1 hold ratio for all collections. This calculation is made using only holds placed by ImagineIF cardholders, and does not include holds placed at Partner Libraries. Downloadable materials through

MontanaLibrary2Go are part of a state-wide consortium. The holds ratio for these items is set and overseen by an outside selection team.

REPLACEMENT OF MATERIALS

Selectors are responsible for reviewing withdrawn items, and consider replacement based on the same criteria for original purchase, as well as ongoing demand for that item. There is no limitation on how many times a given title may be replaced, assuming there is sufficient availability and demand for that title.

WITHDRAWAL OF MATERIALS

Staff shall review the collection on an ongoing basis with the goal of maintaining the quality and vitality of the library collections. Collection management involves continuous collection evaluation through the use of circulation reports and analysis of collection use. Worn, damaged, and dated materials shall be removed from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject. Other criteria that may be applied include the changing demands of users, replacement of materials with other formats, space, and collection balance.

DISPOSITION OF WITHDRAWN MATERIALS

All withdrawn materials shall be removed from the MT Shared Catalog, visibly marked as withdrawn and all ImagineIF identification destroyed. Withdrawn materials will be disposed of in the manner deemed most appropriate for that item. Methods of disposal may include:

- Distribution to Library support Organizations and/or vendors for resale;
- Distribution to local entities to support community literacy efforts;
- Freely distributed from the Libraries' Free Shelf

In rare circumstances, library materials may be recycled. This method of disposal is reserved for items that are heavily damaged or remain after other disposition methods fail.

SPECIAL COLLECTION

The Special Collection exists to collect, preserve, and make available for research primary and secondary archival materials relating to Flathead County. The Special Collection is a repository for materials primarily concerned with Flathead County, Montana. Less extensively collected are materials related to northwest Montana and to the State of Montana as a whole. Materials with no connection to these geographic regions may occasionally be included based on local interest and demand.

Since materials in the Special Collection are intended to provide a persistent source of information on Flathead County, they are for use only in the library. Customers may use items from the Special Collection in any ImagineIF location. When a customer requests that an item from the Special Collection be sent to a satellite location, the item will be transported there by the library courier and will remain available for a limited number of days. Items judged to be irreplaceable or too fragile to transport may be used only at ImagineIF Kalispell.

DONATIONS

All such gifts, grants, donations, devises, or bequests must be received or accepted by the Library Director or proxy on behalf of the board of trustees. See also Policy 1004 Donations.

DONATION OF PHYSICAL MATERIALS

Donated and memorial materials are subject to the same standards as the rest of the library collection. Once a gift is accepted, it becomes the property of ImagineIF Libraries, to be used or disposed of in accordance with ImagineIF library policy.

Upon request, ImagineIF Libraries will provide the donor a receipt, but will not appraise the value of donated items.

Whenever possible, ImagineIF Libraries will honor a donor's wishes to house materials at a particular branch. However, at the discretion of library staff, the library reserves the right to relocate materials to its other branches.

ImagineIF Libraries will not return unsolicited materials, nor will it be responsible for payment of costs incurred when unsolicited materials are sent.

MONETARY DONATIONS

Monetary gifts, grants, donations, and bequests intended for the purchase of library materials shall be placed in Fund 7055 (Gift Fund).

Whenever possible, ImagineIF Libraries will honor a donor's wishes when purchasing library materials with donor funds. As with any purchase, the Collection Management Policy will be followed in order to ensure balanced collection.

At the request of the donor, library materials purchased with donated funds may be designated by a bookplate or other appropriate identification.

CENSORSHIP AND SELECTION

ImagineIF Libraries believes in freedom of information for all, and does not practice censorship. The selection of library materials is based on a person's right to read, listen, and view and the freedom from censorship by others. Attempting to meet the needs and interests of a diverse population requires a wide range of materials. Inevitably, there will be something in a balanced collection that may be unacceptable or disturbing to someone.

The function of materials selection is to obtain print and non-print materials suited to meet the diverse needs of Flathead County citizens. As professional librarians, selectors are conscious to not allow personal biases, pressure from outside individuals or groups, or fear of such pressure to influence selection decisions. Following the democratic principles under which it operates, the Library is obligated to fairly represent all sides of controversial topics, wherever possible.

ImagineIF Libraries holds censorship to be a purely individual matter and declares that while anyone is free to personally reject materials of which he or she does not approve, he or she may not exercise censorship to restrict the freedom of others. For this reason, selection decisions are not influenced by the possibility that materials may be accessible to minors. Cataloging and classification should in no way represent a value judgment of the material, and as such items are not labeled to show approval or disapproval, nor to subjectively identify certain philosophies. No items are sequestered except to protect them from damage or theft.

ImagineIF Libraries does not act In Loco Parentis, and as such, responsibility for materials selected and read by children and adolescents rests with their parent or legal guardians.

ImagineIF Libraries does not collect materials that fall within the U.S. Supreme Court's definition of Obscenity and asserts that the definition and application of obscenity is the responsibility of the judiciary.

REQUEST FOR RECONSIDERATION PROCEDURE

Criticism and comment on material selected for inclusion in or exclusion from the collections is an essential right of community members and a valuable part of the ImagineIF Libraries' selection process. This process provides an opportunity for staff members to review and transparently account for selection choices and reasoning.

The Library Board of Trustees acknowledges that occasional objections to resources will be made despite the care taken and the procedures followed in their selection. The Library Board and library staff are prepared to defend the principles of freedom to read and access information. Objections to particular language or point of view of material cannot be used as justification for the exclusion of materials.

Selectors will gladly respond to any concern from users about library materials. If users are not satisfied with this response, they will be referred to the Library Director. If a complaint cannot be resolved informally, the complainant may complete and return a written and signed Citizen Comment on Library Materials Form. This form may be obtained from any ImagineIF staff member. In the absence of a fully completed form there is no formal complaint and no action will be taken. Completed Reconsideration forms will be considered only if reasonable attempts for informal resolution have been made.

When a fully completed written complaint is received, a formal review process begins. During the formal review process, all existing copies of the challenged material shall remain in circulation and are subject to the same management described in this policy. The investigation process is as follows, and should be completed within 45 days of receipt of the formal complaint:

- The Library Director establishes a review committee to investigate the complaint, consisting of members of the Collection Development Team and other professional library staff;
- The challenged title is reviewed in full by the committee;
- The review committee meets to discuss the title. Discussion should include, but is not limited to:
 - An accounting of how the material was acquired,
 - The objective legality of the material in question,
 - Analysis of circulation data,
 - Critical reviews of the title, its author(s), publisher, etc.
 - The application of ImagineIF selection criteria
- A recommendation is written and presented to the Library Board of Trustees for a final decision, following established voting procedure.

APPENDIX

[Request for Reconsideration of Library Materials](#)

Titles may be reconsidered more than once at the discretion of the Board of Trustees.

Adopted: 4/09/2008; Revised: 9/22/2011; Revised: 10/22/2014; Revised: 10/25/2017; Revised: 5/26/2022; Revised: 10/27/2022

Doug Adams, Chair
Library Board of Trustees

ART EXHIBITS

ImagineIF Libraries welcomes the opportunity for selected artists and groups to exhibit artwork for public viewing in our exhibit spaces. ImagineIF Libraries provide space for artists of diverse media and styles to display their work to the community. Content should be suitable and appropriate for the general public and is subject to review and approval by the ImagineIF Libraries Director and assigned staff. The Director is responsible for the selection of all exhibited materials in the building and on the grounds of ImagineIF locations. The ImagineIF Library Board of Trustees will be notified of upcoming art exhibits and displays before final approval. ImagineIF Libraries retains the right of refusal and is not obligated to accept every exhibit or item offered for display.

APPLICATION

Artists are invited to apply for an exhibit date by sending a formal application or dropping one by:

[Flathead County Library System,
247 First Ave E., Kalispell, MT 59901](#)

An application can be obtained online.

TERMS FOR EXHIBITING

Agreement to exhibit in the Flathead County Library System display spaces implies acceptance of these terms.

- Artists are encouraged to visit the display space prior to the installation of their display.
- Artists are responsible for working with library staff to install and remove their artwork within the scheduled exhibit period.
- Artists are responsible for repairing damage to the display space. Library staff will assess the display area condition before and after the exhibit.
- ImagineIF Libraries will not provide storage space for artists' materials.
- The exhibit will be open during the hours of library operation unless otherwise arranged with the Director.
- Descriptions of artwork displayed in the gallery will be provided by the artist and approved by the Director.

A press release will be emailed to local news media. Representative work, a description of the exhibit and a biography of the artist will be placed on the library's website. Additional promotional materials are the responsibility of the artist, and must be approved by the Director two months in advance of the opening date.

Receptions for an exhibit are optional and must be approved by the Director. All receptions will be subject to library policies.

Artists are responsible for sale and collection of monies for their artwork.

ImagineIF Libraries requests a 10% donation from all sales. Purchased artworks may be picked up from the artist at the end of the exhibit.

The display area is open to the general public and is not monitored by library staff. Artists may wish to insure their artwork at their own expense. ImagineIF Libraries will not provide insurance for an artist's work.

Adopted: 5/22/13; Revised: 7/21/22

Heidi Roedel, Chair
Library Board of Trustees

ART EXHIBIT APPLICATION AND WAIVER

Artists are invited to apply for an exhibit date by sending a formal application or dropping one off at:

ImagineIF Libraries
[247 First Ave. E.](#)
[Kalispell, MT 59901](#)
ATTN: Arts Advisory Committee.

APPENDIX

[ART-EXHIBIT-AND-DISPLAY-APPLICATION-AND-WAIVER IMAGINEIF 2018.PDF \(IMAGINEIFLIBRARIES.ORG\)](#)

BULLETIN BOARD

The Flathead County Library System provides bulletin boards in some of its libraries for announcements promoting events and services of interest to the community.

The use of the bulletin board is available to all groups. The FCLS does not endorse the viewpoints of any non-FCLS postings. Editorials, opinion pieces, propaganda and other like items will be removed by Library staff as necessary.

Adopted: 11/30/89; Reaffirmed: 10/24/96; Revised: 05/25/00; Revised: 09/26/2012

Constance Leistiko, Chair
Library Board of Trustees

VOLUNTEERING

ImagineIF Libraries welcomes volunteers who supplement and enhance services to the public through effective use of their talents and expertise.

The volunteer program is organized by the Volunteer Coordinator under the guidance and supervision of the Director of ImagineIF Libraries. Volunteers are expected to follow all ImagineIF policies as well as the Library Code of Conduct.

APPENDIX

[Flathead County Policy Manual](#)

Adopted: 2/25/98; Revised: 8/26/99; Revised: 3/18/2010; Revised: 10/22/2014; Revised: 12/04/2019; Revised: 8/25/2022.

Doug Adams, Chair
Library Board of Trustees

PATRON SERVICES

COMPUTER USE

ImagineIF Libraries provide Wi-Fi, computers, Internet access, printing and scanning for the public. These resources are provided to all library users to facilitate exploration, connection and collaboration. It is the individual user's responsibility to adhere to ImagineIF Libraries' Patron Conduct Policy.

ImagineIF Libraries does not act In Loco Parentis, and as such, responsibility for online content accessed by children and adolescents rests with their parent or legal guardians. In compliance with applicable Federal law, computers in the children's area employ Internet filters and point to age-appropriate websites. Parents or guardians who believe that their children cannot responsibly use the Internet should personally supervise their use of library computers.

Library computers and personal devices connected to ImagineIF Wi-Fi may not be used by anyone for illegal activity, to access illegal materials or to access materials determined to be obscene by the Montana Code Annotated, 45-8-201. ImagineIF provides free and open access to information and does not practice censorship. However, ImagineIF Libraries are public spaces, and deliberate display of some materials that are not defined as obscene may constitute sexual harassment or violate the ImagineIF Patron Conduct Policy. Actions that create a disturbance or that are considered sexual harassment may result in the loss of some or all library privileges.

Library staff will provide patrons with basic technology assistance. Staff is unable to provide comprehensive technical support for personal computers and devices. Personal computers and wireless devices may not be connected directly to ImagineIF's internal networks or staff computers.

Computer Use Agreement

By clicking "Accept," you agree to:

- Adhere to time limits established by ImagineIF Libraries.
- Promptly pay any printing fees.
- End your session and leave the workstation if asked to do so by an ImagineIF Library staff member, even if you have not completed your session. (Library staff reserves the right to interrupt sessions to perform necessary maintenance.)
- Use this computer only for legal activity, including adherence to copyright or other rights of third parties, and in a manner consistent with ImagineIF's Patron Conduct Policy.
- Not interfere, reconfigure or disrupt library computer hardware, software, networks or services.

Adopted:	2/27/97
Amended and Renamed:	6/17/02
Amended and Renamed:	1/24/2011
Revised:	10/22/2014
Revised:	3/4/2020
Revised:	5/26/2022
Revised:	10/26/2023

Dave Ingram, Chair
Library Board of Trustees

PATRON CONDUCT

To better serve all library patrons, the Library Board of Trustees has established standards of acceptable behavior to ensure a positive, welcoming, clean, and safe environment conducive to library use. Behavior becomes unacceptable when it impinges on the rights of others.

Unacceptable behavior includes, but is not limited to:

- Disturbing library users or staff members with:
 - Harassing or threatening behavior,
 - Obscene or abusive acts, language, or gestures,
 - Unreasonable noise, including loud talking on cell phones,
 - Behavior inappropriate to a business setting, such as running, fighting, or throwing objects,
- Disrupting the normal functioning of the Library
- Inappropriate use of the Library premises or equipment, including vandalism
- Soliciting of any kind
- Being intoxicated or incapacitated by drugs or alcohol, or using nicotine products, alcohol, or illegal drugs on Library premises
- Interfering with others' use of the Library
- Bringing animals inside ImagineIF buildings, with the exception of service animals (as defined by the Americans with Disabilities Act) or animals used as part of Library programs
- Bringing a knife, unconcealed weapon or unpermitted concealed carried weapon or any other weapon into the library, 45-8-351 MCA and 45-8-352 MCA
- Engaging in any activity in violation of ImagineIF policy, or any federal, state, local, or other applicable law
- Sleeping in or on Library premises
- Bringing personal belongings that hinder, impede, or prevent the movement of another patron into, out of, or about library property*
- Bringing personal belongings, including wagons, carts, or hand trucks that do not fit under a table and can't be easily carried downstairs during an emergency*
- Leaving personal belongings left unattended on library property

* These restrictions do not apply to items used for personal mobility, such as: walkers, strollers used to safely transport babies and toddlers, or wheelchairs. Other exceptions may be made on a case-by-case basis by library staff.

Patrons will be asked to adapt their behavior to comply with library policy. If a patron fails to do so, appropriate action will be taken, up to and including permanent expulsion from ImagineIF facilities. Illegal activity will be referred to appropriate law enforcement agencies.

Adopted: 08/27/87

Revised: 10/27/94, 03/28/96, 10/03/96, 04/23/98, 03/25/99, 10/28/04, 04/09/08,
01/26/12, 12/05/12, 3/25/15, 7/21/22, 10/26/23

Dave Ingram, Chair
Library Board of Trustees

SAFETY OF CHILDREN

ImagineIF Libraries offer welcoming spaces that encourage children to explore, create and connect. Library staff strive to provide a safe environment for all customers, but safety cannot be guaranteed. While ImagineIF staff are committed to helping children with activities and materials at the libraries, library staff do not act as child care providers or disciplinarians. Children are expected to adhere to the same rules of conduct as adults. Please refer to the Customer Conduct Policy in the ImagineIF Policy Manual.

- Parents, guardians and caregivers are responsible for their children while visiting any ImagineIF Libraries location.
- Children under the age of 11 may not be left unsupervised anywhere on the library premises. If a parent or guardian cannot be located, the police or Child and Family Services will be contacted.
- Parents will be notified if a child age 11 or older is not able to follow the library's rules of conduct.
- Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up after closing time will be left in the care of the police. Under no circumstances will a library staff member transport children in a vehicle or accompany them home.
- Organized groups of children, such as school classes, day care groups, and tours, must be supervised by adults in their group at all times while in the library.

Adopted: 2/23/06; Reaffirmed: 7/09/09; Revised: 12/05/12; Revised: 11/18/15; Revised: 12/5/18; Revised: 7/21/22

Heidi Roedel, Chair
Library Board of Trustees

LIBRARY PROGRAMS

ImagineIF Libraries supports its strategic goals by developing and presenting programs that provide additional opportunities for education, connection and 21st century skills building. Programs are an integral component of library service and serve to:

- Expand the Library's role as a community resource
- Introduce customers to Library resources
- Provide opportunities for lifelong learning
- Build relationships
- Expand the visibility of the Library

PROGRAM PHILOSOPHY

Library Programs are developed as an extension of the Library's collections, and are therefore governed by the principles of Fair Treatment described in Policy 1001, as well as the Collection Philosophy described in Policy 5000. Library materials, including programs, present a diversity of viewpoints that enable citizens to make the informed choices necessary in a democracy.

PROGRAM OBJECTIVES AND CRITERIA

ImagineIF's primary service commitment is to the people within its service area, including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin and human condition. Library staff expertise, collections, services and facilities are used in developing and delivering programs. Library programs include, but are not limited to, lectures, community forums, performing and visual arts, participatory workshops, technology programming, storytimes, book clubs, class visits, discussion groups, installations, exhibits, displays, and presentations for social, cultural, educational, or entertainment purposes. Library programs may take place on-site at the library, offsite in other locations, or online and may be delivered by library staff or library partners. Library programs are developed by professional librarians under the supervision of the Library Director.

The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

SALES AND FUNDRAISING

All programs must be open to the public and offered free of charge, although at the discretion of the Library Director the following will be permissible at Library-initiated programs or on property governed by Library policy:

- Fundraising to benefit the Library, or sponsored by the Friends of the Library or the ImagineIF Library Foundation.

- The sale of books, CDs, or other items by authors or performers/presenters as part of a Library program. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

The library does not offer programs of a purely commercial nature. Library programs must have a special educational, informational, or cultural value to the community. Examples of programs that would be considered commercial include but are not limited to presentations offered for free but with the intention of soliciting future business.

PRESENTERS

The Library strives to include a broad spectrum of opinion and a variety of viewpoints in Library-initiated programs and exhibits. The Library may collaborate with other community groups or businesses on programs that support the Library's mission and goals. Library sponsorship of a program and opinions expressed by individuals and groups presenting the program do not constitute or imply an endorsement or a reflection of its policies, beliefs, or program by any library personnel, the Library Board of Trustees or the Friends of the Public Library. Program presenters will be selected from local, regional, and national talent in order to prepare programs that reflect the diversity of Flathead County and the world. Requests from individuals to present programs such as author readings and signings or music release events are considered and weighed against the public's demonstrated interest in the topic, the library's budget and other allocated resources, as well as the presenter's demonstrated qualifications, expertise and reputation.

Performers and presenters will not be excluded from consideration because of their origin, background or views. The Library will not exclude program topics, speakers and resources from programs because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

ATTENDANCE

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advance registration or at the door. In no case will attendance at a program be limited because the content of the program may be controversial.

Adults who wish to attend a program specifically designed for children must be accompanied by a child. Teen programs are limited to teens only, except when a teen requires an adult assistant or companion.

MARKETING

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Marketing Department. Individuals or groups offering programs in the Library's meeting room must follow the advertising guidelines in the Library's Meeting Room policy.

ACCESSIBILITY

The Library makes every effort to comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library will ensure that the space is accessible to all library users. If users overflow designated event areas during library events, libraries will protect accessible public spaces (i.e., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations will also

be made to have interpretation or real-time captioning for the deaf or hard-of hearing at library-initiated programs when needed or requested by library users.

COMPLAINTS AND CENSORSHIP

ImagineIF Libraries believes in freedom of information for all, and does not practice censorship. The presentation of library programs is based on a person's right to read, listen, and view and the freedom from censorship by others. Attempting to meet the needs and interests of a diverse population requires a wide range of materials and perspectives.

Parents and guardians may restrict their own children's access to library programs, but no person or organization can interfere with another person's access to or participation in library programs. Concerned citizens may inquire before a program to establish whether a particular program meets their needs and interests.

The Library welcomes expressions of opinion from customers concerning programming. If a customer has concerns about a library program, they should first address the concern with a Library senior staff member. Customers who wish to continue their request for review of Library programs may submit the Citizen Comment on Library Materials form. Requests for review of programs or exhibits will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.

Adopted: 5/29/2019; Revised: 5/26/2022

Heidi Roedel, Chair
Revised: 5/26/2022

MEETING ROOM

This policy describes the intended purposes of ImagineIF Library's meeting room, how and when it can be used by the public and what rules must be observed when using it.

When not in use by the library or its programs and functions, the library meeting room is available by reservation to local community groups on a first-come, first-served basis. Please call the Business Office at (406)758-5821 to check availability and make a reservation.

THE FOLLOWING GUIDELINES APPLY

- The meeting room is available by reservation Monday through Friday from 10am to 5pm.
- Reservations can be made for the current month, plus two months in advance.
- Groups are limited to reserving a meeting room no more than twice per month.
- Groups must notify the library at least 24 hours in advance if a scheduled meeting is cancelled.
- In an emergency, ImagineIF Libraries may ask a group to cancel a scheduled meeting to allow for use of the library room.
- Anyone using the meeting room must adhere to the [Library Rules of Conduct](#).
- Any meeting held in the library meeting room must be open to the public.
- Attendance must not exceed the posted capacity of the meeting room: 48 persons.

THE CONTACT PERSON FOR THE GROUP RESERVING THE MEETING ROOM ASSUMES RESPONSIBILITY FOR THE USE OF THE ROOM AND ENSURES THAT THE FOLLOWING RULES ARE OBSERVED:

- Groups must provide Americans with Disabilities Act (ADA) accommodations when asked.
- Groups using the room may not charge registration or admission fees or require a donation or purchase as a condition of attending a meeting. Membership dues and costs may be collected.
- With the exception of books and other resources sold at library-sponsored events, no products or services may be advertised, solicited or sold.
- All advertisements, announcements, press releases, flyers, etc. related to meetings held in the ImagineIF Libraries meeting room must clearly state that the meeting is NOT sponsored by ImagineIF Libraries and must designate the sponsoring organization.
- Groups may not use the name, address, or telephone number of ImagineIF Libraries as their address or headquarters.
- Groups should schedule enough time to allow for set-up, the meeting itself, and clean-up so as to avoid overlap with another group.
- ImagineIF Libraries provide projection equipment, a DVD/VHS player and a screen, as well as wireless Internet access. Groups must bring their own equipment beyond what the library offers.
- Groups may request the use of laptops by contacting the Information Desk at 758-5815.
- ImagineIF Libraries will not provide storage of any materials for any group.

MEETING ROOM USE

- At the end of a meeting, chairs must be stacked and tables returned to their original arrangement. If food is served, utensils must be washed, garbage disposed of and the kitchenette cleaned.
- Alcoholic beverages may not be served or consumed on library property, except at special events hosted by library support group organizations for the benefit of ImagineIF Libraries. Such groups must obtain written permission to serve alcohol from the library director in advance.
- Groups showing a film must have documented public performance rights to screen the film.
- Failure to comply with any ImagineIF Libraries meeting room rules will result in withdrawal of room reservation privileges.
- ImagineIF Libraries may limit room use for particular organizations if abuse or non-compliance is detected.
- Groups shall be held liable for any damage to or loss of library property or injury occurring to persons or property affiliated with their meeting.
- ImagineIF Libraries shall not be held liable for any damage to or loss of library property or any injury occurring to person or property affiliated with a meeting by an outside group taking place in the ImagineIF Libraries meeting room.

Revised: 10/22/87; Revised: 9/16/93; Revised: 1/28/99; Revised and adopted: 5/27/2010; Revised: 4/28/2011; Revised: 9/25/13; Revised: 10/23/19; Revised: 5/26/22; Revised: 7/21/22; Revised: 2/23/23

Doug Adams, Chair
Library Board of Trustees

CIRCULATION SERVICES

LIBRARY CARDS AND BORROWING PRIVILEGES FOR INDIVIDUALS

ImagineIF Libraries will extend borrowing privileges to all residents of the State of Montana as well as to those persons who are temporarily residing in Flathead County. In order to borrow materials, persons must be in possession of an ImagineIF library card or a library card from a participating Partner Resource Sharing Group library.

OBTAINING A LIBRARY CARD

Adults and teens ages 16 & up must present photo identification and verification of a current Montana address in order to obtain a library card.

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.

A limited-use card will be issued to those persons who can provide a current photo ID but do not have proof of Montana address.

Children and teens between the ages of 11 and 15 who visit the library without a parent or caregiver may register for a card. They must be able to provide their name, address, phone number and date of birth, as well as the first and last name of a parent or caregiver in order to obtain a library card.

A parent or caregiver assumes responsibility for materials borrowed by their dependents. It is the responsibility of the parent to perform any supervision of Library materials selected for checkout. Not all material in the library is age appropriate for minor children.

LIBRARY CARD AGREEMENTS

- The 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.
- A valid library card or a current photo ID must be presented to check out materials.
- Held materials may only be picked up with the library card under which the item is held.
- 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.
- ImagineIF Library materials may be returned to any ImagineIF location or any Partner library regardless of checkout location.

Revised: 1/26/11; Revised: 2/28/91; Revised: 5/23/96; Revised: 3/23/00; Revised: 12/04/08;
Revised: 1/26/12; Revised: 5/22/13; Revised: 2/24/16; Revised: 10/26/16; Revised: 3/27/19;
Revised: 7/21/22

Heidi Roedel, Chair
Library Board of Trustees

LIBRARY CARDS AND BORROWING PRIVILEGES FOR ORGANIZATIONS

The Library Board of Trustees is committed to providing service to as many as possible of those customers who are unable to come to the library. Such customers may include, but are not limited to, those in assisted living facilities, nursing homes, retirement homes and preschool and daycare facilities. Any of these organizations may apply for an "organization card."

Cards will be issued to organizations in Flathead County upon request, after the receipt of a signed letter by an authorized representative of the facility. Materials will check out for the standard loan periods and the organization is responsible for any fees associated with damaged or lost materials. The organization's personnel will select and return materials.

Approved: 7/09/09; Revised: 5/22/2013; Revised: 3/23/16; Revised: 3/27/19; Reaffirmed: 7/21/22

Heidi Roedel, Chair
Library Board of Trustees

INFORMATION SERVICES

CONTRACTED SERVICES PROVIDED TO OTHER ENTITIES

The Library Board of Trustees may choose to provide contracted services to other legal entities on request as per 22-1-309 MCA.

Details of contracted services will be defined in a written agreement to be approved by the Library Board of Trustees and the governing body of the entity requesting services.

All contracts will run from July 1 of any fiscal year until June 30 of the same fiscal year unless otherwise specified in the contract. A process for termination shall be specified in each contract.

Approved: 8/13/92; Revised: 10/24/96; Revised: 10/28/99; Revised: 7/9/09; Revised: 9/26/12; Revised: 12/9/15; Revised: 10/24/18; Reaffirmed: 8/25/22

Doug Adams, Chair
Library Board of Trustees

SPECIAL REFERENCE AND RESEARCH SERVICES

ImagineIF Libraries are committed to providing access to materials that satisfy customer interests and enable lifelong learning. Library staff are available to assist with self-directed research and help customers locate and use relevant research materials and library equipment. Library staff are unable to complete in-depth research on behalf of customers as part of the library's regular services.

When time or distance prevents on-site, self-directed customer use of library resources, ImagineIF will refer Special Reference and Research Services to other individuals or agencies as deemed appropriate. On rare occasions, ImagineIF may choose to provide Special Reference and Research Services relating to specialized library resources not available elsewhere.

Special Reference and Research Services include, but are not limited to:

- Use of microfilm or scanning of documents on behalf of customers
- Genealogical and local history research
- Other research beyond the normal services provided in the course of customer assistance

Adopted: 8/12/92; Revised: 1/28/99, 8/26/10, 7/24/13, 11/18/15, 10/23/19, 7/21/22

Heidi Roedel, Chair
Library Board of Trustees