

**IMAGINEIF LIBRARIES
POLICY 3002: CIRCULATION OF MATERIALS TO 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.

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Heidi Roedel, Chair
Library Board of Trustees