

DRAFT
MONTANA STATE LIBRARY COMMISSION
DIGITAL LOAN POLICY
MONTANA TALKING BOOK LIBRARY

The following policies govern the circulation of digital books, magazines and equipment to eligible blind and physically handicapped patrons who are registered with the Montana Talking Book Library (MTBL). Eligible patrons who borrow materials from the library accept responsibility for using materials with reasonable care, returning them to the MTBL according to established loan policies, and not losing or damaging them through negligence. Violation of this policy can result in suspension of some or all library services.

POLICY

ACTIVE STATUS:

To remain active, patrons must borrow at least one book per year from MTBL or directly through the Braille and Audio Recording Download (BARD) service OR subscribe to one or more magazines from either.

CHANGE OF STATUS:

The patron must notify the library of changes of address, a desire to cancel the service, and temporary or permanent transfer of service to another state.

MATERIALS AVAILABLE:

Recorded books/magazines and specialized playback equipment will be loaned by the library to eligible registered patrons without charge. The library will keep records of all loans.

EQUIPMENT LOANS:

Equipment necessary to listen to the recorded materials may be borrowed on extended loan for as long as the patron is using it to listen to materials provided by the library.

If playback equipment ceases to function properly or needs repair, it must be returned to the library. A replacement will be provided, upon request.

Under NO circumstances is the patron to attempt repairing the playback equipment or replacing the battery.

MAXIMUM BOOKS LOANED:

The maximum number of books loaned to a patron will be 2 during the beginning of the transition to digital services (2010-2011). Once a patron reaches the maximum number of books, no additional books will be sent until books are returned. An increase will occur in the maximum number of books allowed as the

DRAFT

number of digital book copies increases. Digital books are sent to patrons on a weekly, biweekly, or a monthly basis, and are replaced only after returned.

LOAN PERIOD:

The loan period for digital books is 3 weeks (21 days). There will be long waiting lists for digital books requiring close monitoring of compliance.

OVERDUE BOOKS:

No fines for overdue books will be levied. Patrons who do not observe the digital loan period face temporary suspension until digital books are returned or permanent suspension if digital books are not returned.

PATRON RETURNS:

The patron, institution or school representative must ensure that digital books, magazines, and equipment being returned to the library by FREE MATTER are delivered into the hands of the United States Postal Service by being placed in a mailbox for pickup or delivered to the Post Office.

LOST OR DAMAGED MATERIALS:

Patrons are responsible for replacing lost or damaged digital books and equipment. Patrons face temporary or permanent suspension due to lost or damaged materials.

SHARING MATERIALS:

Patrons **MUST NOT** lend library digital books, magazines, or equipment to other persons.

SUSPENSION OF SERVICES:

If any items in the above policy are violated, the patron's service may be suspended for a period of time as determined by the library. If reinstatement of service occurs and policy violations recur, service may be permanently suspended at the discretion of the MTBL regional librarian.

In the event of suspension, the following steps will be taken:

*****Suspension Procedure:**

1. Library staff will first discuss the violation(s) with the patron by telephone or in person.
2. A warning notification will be given to the patron that summarizes the

DRAFT

discussion and the violation(s). The patron will be provided an opportunity to reply.

3. The Library will then suspend service for a specified period of time or permanently, depending on the circumstances and response from patron.
4. If service is reinstated, the patron will be notified of reinstatement of service and reminded that further documented violations will result in permanent suspension of service.

In the case of verbal abuse of library staff by a patron, service to that patron may be immediately suspended at the discretion of the MTBL regional librarian.

Adopted by State Library Commission _____
Revised by State Library Commission _____