

## Circulation Policy

### Teton County Joint City County Library Board

Updated: 5/19/2023

In keeping with the mission statement of the Choteau/Teton Public Library, audiobooks, videos, books, games, magazines, and electronic resources through Montana Library to Go are made available to our patrons. The following is the circulation policy for these materials:

1. Patrons must have a valid Choteau/Teton Public Library card and be in good standing. Minor children ages 5 to 18 will be issued cards with a signed authorization by a parent or guardian. Parents will be responsible for all loss, theft, or damage of materials for children under the age of 18;
2. Books will be checked out for 30 days with one renewal providing the item is not on reserve. Library materials may be renewed by phone one time by the patron. The library will not be responsible for automatically renewing items for patrons.
3. Magazines will be checked out for 15 days with one renewal providing the item is not on reserve. Library materials may be renewed by phone one time by the patron. The library will not be responsible for automatically renewing items for patrons.
4. Videos will be checked out for 7 days with one renewal providing the item is not on reserve. Library materials may be renewed by phone one time by the patron. The library will not be responsible for automatically renewing items for patrons.
5. All patrons are responsible for returning the materials in good condition. Patrons will be charged full replacement cost in case of loss, theft, or damage. Parents are responsible for all materials checked out by children under 18;
6. Overdue materials will put the patron out of good standing and the patron may not check out more materials until all overdue materials have been returned.
7. The library will contact patrons about overdue materials by phone, email, or mail. Patrons are required to maintain current contact information.