Circulation Policy

The Great Falls Public Library is committed to providing free and equal access to all community members. Individuals can get library materials by signing up for one of five different types of library cards. All applicants must be in good standing with all libraries in the Partner Sharing Group to obtain a card.

Types of Cards

Resident Card

Free for residents of Cascade County or individuals paying property taxes in Cascade County.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Resident Card	1. Individual must be present; individuals under 14 must have parent/guardian present 2. Government-issued personal identification that includes: Name, photo and current Cascade County address **-OR-** 1. A government-issued personal identification 2. Piece of mail with Cascade County address / proof of taxes paid on Cascade County property Active duty military and their dependents are eligible for resident library cards upon presentation of military ID. For library card purposes all Great Falls Public Library staff and board members will be considered residents of Cascade County.	Unlimited checkouts and access to all e-resources	Renewable every 3 years

Institutional Card

Free for representatives of schools, daycares, and group homes or similar institutions with a letter of authorization from the establishment.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Institutional Card	1. Government-issued personal identification that includes: Name and photo 2. Letter from Institution granting authorization to open an account and acceptance of financial responsibility for lost / damaged items	Unlimited checkouts and access to all e-resources	Renewable annually

Limited Use Card

Free for visitors that have recently moved to Cascade County to assist with establishing proof of residence.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Limited Use Card	1. Government-issued personal identification that includes: Name and photo	2 checkouts until post card returned and access to all e-resources	45-Days, Non-renewable; will move

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
	2. Post card mailed from Great Falls Public Library and returned to Great Falls Public Library to establish residency.		to resident card with proof of residency

Homebound Card

Free for residents of Cascade County who are unable to physically come into the library.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Homebound Card	1. Government-issued personal identification that includes: Name, photo and current Cascade County address **-OR-** 1. A government-issued personal identification 2. Piece of mail with Cascade County address / proof of taxes paid on Cascade County property	Unlimited checkouts and access to all e-resources	Renewable every 3 years

Non-Resident Card

For individuals living outside Cascade County.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Non-Resident Card	1. Government-issued personal identification that includes: Name, photo and current address 2. Payment of $30 Non-Resident fee **-OR-** 1. A government-issued personal identification 2. Piece of mail with current address 3. Payment of $30 Non-Resident fee	Unlimited checkouts and access to all e-resources	Renewable annually

Acceptable Forms of Identification

Government-Identification Examples	Proof of Residence Examples (may be paper or electronic)
• Drivers License: Valid, unexpired licenses • Identification Card: Non-driver photo ID cards • US Passport: Valid or recently expired • Tribal ID: Enhanced tribal cards or recognized tribal enrollment card • Military ID: Valid, unexpired ID card Any other form of identification will be evaluated at the time of request. Identification can be shown with website data from a government website as long as current.	• Vehicle registration • Insurance card • Utility or phone bill • Personal check • Voter registration card • Bank statement • Postmarked mail/package • Tax statement • Rental agreement/lease/deed • Hunting or fishing license Any other proof of residence will be evaluated at the time of request.

Check-Out Guidelines

- Library users may only have one library card within the Partners Sharing Group at one time.
- Great Falls Public Library items check out for 28 days. Libraries in the Partners Sharing Group may use different loan times. Items checked out via self-check may default to a shorter loan period; ask a staff member to set your due date to the full 28 days.
- Items renew automatically up to two times. They will not renew if another user has a hold on the item.
- Library users are responsible for keeping materials in good condition while they have them.
- Great Falls Public Library is a fine free library, but library users are responsible for charges for lost or damaged items. A processing fee may also be charged. The library does not accept replacement copies of items.
- Library card account notices can be sent by email or text.
    - Date Due Reminder: Sent 3 days before the item is due
    - 1st Overdue Reminder: Sent 7 days after the item is due
    - 2nd Overdue Reminder: Sent 21 days after the item is due
    - Billing Notice: Sent 60 days after the item is due; replacement costs are added to library account
- Library users with overdue materials or unpaid charges exceeding $10 cannot continue to check-out other materials until all overdue items have been returned or charges are less than $10. Payment arrangements can be made with a staff member.
- A library card may be replaced at any time for a small fee; a picture ID must be presented.

Guidelines for Borrowing / Lending Materials from Other Libraries

Partners Sharing Group

The Partners Sharing Group is a consortium of libraries across the State of Montana that freely share resources to give expanded access to all patrons.

Listed below are the guidelines of participation:

- Library cards must be in good standing.
- Library users can only have one library card within the consortium at one time.
- For access to materials, place a hold in the online catalog or with a staff member.
- Library cards may be utilized at any Partner library.
- Items may be returned at any Partner library, no matter the location they were checked out from.

Interlibrary Loan — Borrowing

The Great Falls Public Library supports resource sharing and through this process participates in OCLC, Inc.'s Resource Sharing Group to borrow books from many participating libraries.

Listed below are the guidelines of participation:

- Library cards must be in good standing.
- For items outside the Montana courier network, there will be a nominal fee to help cover the cost of postage. All fees must be pre-approved by the library user.
- Materials borrowed through interlibrary loan are subject to replacement costs as determined by the lending library.

- Items owned or on order by any library in the Partners Sharing Group may not be requested through interlibrary loan unless they are lost or are more than 3 months overdue.
- All due dates are set by the lending library. Renewals may be requested through a staff member but are not guaranteed.

Interlibrary Loan — Lending

The library provides interlibrary loan services to other Montana libraries outside of the Partners Sharing Group at no charge. Reciprocal lending is appreciated.

Listed below are the guidelines of participation:

- Courier services and mail services are used to send out loans.
- A nominal fee is charged to libraries outside of Montana to loan items.
- Only requests placed through libraries will be honored.
- Materials in special collections, including Montana Room, reference materials, periodicals, newspapers, microfilm, and new materials owned less than 6 months are not generally loaned.

Approved: 8/25/2026

Board of Trustees, Great Falls Public Library