

Library Cards

REQUIREMENTS:

The Library will issue a library card free of charge to any applicant who meets Library requirements.

Requirements for Adult Resident or Taxpayer of Cascade County

1. Applicant is present.
2. Applicant is a resident of Cascade County or has proof of property taxpayer status in Cascade County.
3. Applicant has picture identification. Photo identification issued by a school, government agency or employer that includes name and photo is acceptable.

NOTE: All active military personnel stationed at Malmstrom Air Force Base and their dependents are eligible for resident library cards upon presentation of military identification.

4. Applicant has proof of address. Acceptable proof of address includes
 - a. Verbal confirmation from the patron that the Cascade County address on a state issued ID is current.OR
 - b. Official document that includes the name of the patron and the permanent address. Acceptable documents include a lease agreement, car registration, USPS-delivered correspondence from a utility or government agency, or an electronic statement from a utility or government so long as the electronic statement includes the user's permanent address.

NOTE: Persons without proof of address may be issued a Limited Use Card. Persons with a Limited Use Card may check out up to 2 items at a time. The Library will mail a proof of address postcard to Limited User Card applicants. Applicants may return to the Library bringing the delivered postcard to be updated to a regular card. Applicants who do not return to the Library to update their Limited Use Card within 45 days will be removed from the system.

5. Applicant provides signature agreeing to statement of responsibility. "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."

Requirements for Teens age 14 to 17 whose family are Residents or Taxpayers of Cascade County

1. Applicant is present.

2. Applicant is a resident of Cascade County or has proof that their family has property taxpayer status in Cascade County.
3. Applicant has picture identification. Photo identification issued by a school, government agency or employer that includes name and photo is acceptable.
NOTE: All active military personnel stationed at Malmstrom Air Force Base and their dependents are eligible for resident library cards upon presentation of military identification.

4. Applicant has proof of address. Acceptable proof of address includes
 - a. Verbal confirmation from the patron that the Cascade County address on a state issued ID is current.
OR
 - b. Official document that includes the name of the patron and the permanent address. Acceptable documents include a lease agreement, car registration, USPS-delivered correspondence from a utility or government agency, or an electronic statement from a utility or government so long as the electronic statement includes the user's permanent address.

NOTE: Persons without proof of address may be issued a Limited Use Card. Persons with a Limited Use Card may check out up to 2 items at a time. The Library will mail a proof of address postcard to Limited User Card applicants. Applicants may return to the Library bringing the delivered postcard to be updated to a regular card. Applicants who do not return to the Library to update their Limited Use Card within 45 days will be removed from the system.

5. Applicant provides signature agreeing to statement of responsibility. "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."

Requirements for a person under the age of 14, or an adult under the care of a legal guardian:

1. Applicant is present.
2. Applicant's parent or guardian is a resident of Cascade County or has proof of property taxpayer status in Cascade County.
3. Applicant's parent or guardian has picture identification.
NOTE: All active military personnel stationed at Malmstrom Air Force Base and their dependents are eligible for resident library cards upon presentation of military identification.
4. Applicant's parent or guardian has proof of address. Acceptable proof of address includes
 - a. Verbal confirmation from the patron that the Cascade County address on a state issued ID is current.
OR
 - b. Official document that includes the name of the patron and the permanent address. Acceptable documents include a lease agreement, car registration,

USPS-delivered correspondence from a utility or government agency, or an electronic statement from a utility or government so long as the electronic statement includes the user's permanent address.

NOTE: Persons without proof of address may be issued a Limited Use Card. Persons with a Limited Use Card may check out up to 2 items at a time. The Library will mail a proof of address postcard to Limited User Card applicants. Applicants may return to the Library bringing the delivered postcard to be updated to a regular card. Applicants who do not return to the Library to update their Limited Use Card within 45 days will be removed from the system.

5. Applicant provides signature agreeing to statement of responsibility: "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."
6. Parent or guardian provides signature agreeing to statement of responsibility: "As the parent / legal guardian, I accept full financial responsibility for all borrowed items and for any fines and fees incurred by the use of this library card."

NOTE: A parent or legal guardian is not allowed access to their child's library information unless the child has signed the Release of Information form. (Montana Code Annotated 22-1-1103. Nondisclosure of library records.)

Requirements for non-residents:

1. Applicant is present.
2. Applicant has picture identification and proof of current address.
3. Applicant pays the non-resident fee of \$30.00 per year.
4. Applicant provides signature agreeing to statement of responsibility. "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."

TYPES OF CARDS:

Homebound Card

An applicant who is unable to physically come into the library but wishes to register for a library card qualifies for a homebound card. This card enables a second party to checkout items for the homebound patron. An application will be sent by mail or a second party may deliver one to the patron for signature.

Institutional Card

An institutional card enables a representative of schools, daycares, home schools or similar establishments to have additional materials for educational purposes. Applicants for

Institutional Cards must meet all of the requirements for a residential card as well as the following.

- HOMESCHOOL: A home school card applicant must verbally affirm that they homeschool at least one minor child.
- PARENT: A parent card applicant must verbally affirm that they have at least one minor child at home.
- INSTITUTION: An institutional card applicant must have either a letter on letterhead stating that said institution employs them or a school district employee ID.

Temporary Resident Card

An applicant who does not have a permanent Cascade County residence but wishes to register for a library card may qualify for a temporary resident card by providing a letter from the institution where they are residing. (Pre-release face sheet, YWCA letter, Rescue Mission letter...). Persons with a Temporary Resident Card may check out up to 4 items at a time. A person with a Temporary Resident Card may be updated to a regular card upon provision of proof of permanent address.

REPLACEMENTS:

The fee for replacing a library card that has been lost or stolen is one dollar. In order to ensure security, patron must present a valid picture ID in order to purchase a replacement card.

MATERIAL CHECKOUT:

If a card is misplaced or forgotten, a properly registered patron may take out items upon presentation of picture identification. A minor patron or an adult with a legal guardian without proper identification must be accompanied by a parent or legal guardian who has picture identification.