

Lewis and Clark Library Policies

LIBRARY CARD POLICY

POLICY: It is the policy of the Lewis and Clark Library Board of Trustees to issue library cards to eligible patrons.

PROCEDURES: Library cards will be issued free of charge to residents and taxpayers of Lewis and Clark County. Library cards are available for a fee to non-residents.

- **RESIDENT CARDS** – Photo identification and proof of residency in Lewis and Clark County is required prior to issuing a library card. MCA 1-1-215 states that an individual may only be "... a resident of one place and that would be the place where they live." Persons producing identification which proves residency in Lewis and Clark County will receive a library card free of charge.
- **NON-RESIDENT TAX BASED CARDS** - Persons residing outside of Lewis and Clark County but who pay property taxes to Lewis and Clark County may receive a library card free of charge. To obtain a non-resident, tax based card a patron presents a permanent, out-of-county photo identification, and staff will confirm the tax status in the Lewis & Clark County Property Tax Database. If the tax is paid in the name of a business or a corporation, confirmation of business or corporate ownership will also be required.
- **NON-RESIDENT CARDS** - Persons residing outside of Lewis and Clark County may purchase a library card for an annual fee of \$45. This card is valid for a period of one year and must be renewed and paid for annually. This card covers all household members residing at the same address (i.e. children, spouse). Persons wishing to purchase a non-resident card must provide the same identification and proof of permanent residency as residents of Lewis and Clark County.
- **TEMPORARY RESIDENT CARD** – Persons temporarily residing in Lewis and Clark County and residents of all temporary addresses, facilities and shelters in Lewis and Clark County are eligible for a free library card by completing an application and providing written proof of temporary residency (i.e. lease, receipt, an official letter from residence owner/organization), and a driver's license or photo ID.

The card is valid for 3 months from the date of issue and may be renewed so long as the individual continues to reside at a temporary address, facility or shelter, or reside temporarily in Lewis and Clark County. A limit of 10 (ten) items (three of which may be media) may be checked out at any one time. Some limitations may apply.

The fees and policies for non-resident cards will be set by the Lewis and Clark Library Board and will be subject to change at the discretion of the Lewis and Clark Library Board of Trustees.

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Reviewed and approved by Board of Trustees February 23, 2021

Reviewed and approved by Board of Trustees December 19, 2017

Reviewed and approved by the Board of Trustees November 18, 2014

Reviewed and amended by the Board of Trustees December 20, 2011

Reviewed and amended by the Board of Trustees February 15, 2011

Reviewed and amended to reflect a decrease in price by the Board of Trustees November 18, 2008

The Library Card Policy was reviewed and amended to reflect an increase in price effective July 1, 2001

The Library Card Policy was reviewed and amended by the Board of Trustees August 17, 1994

The eligibility for a library card was expanded to allow non-resident tax payers a free library card.

The Library Card Policy was reviewed and Adopted by the Board of Trustees December 13, 1993.

This policy combines three earlier policies: Resident Card, Non Resident Card and Temporary Card Policy