

Policy Manual

January 2009

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Mission Statement of the Missoula Public Library

The purpose of the Missoula Public Library, including its branches, is to strive to provide programs, materials, and services to meet the informational, cultural, recreational, and educational needs of the Library's service area population.

Every effort will be made to provide the best service within the constraints of the budget and facilities by utilizing information sources, materials, and personnel from within and outside Missoula County.

The Library and branches will strive to cooperate with other libraries, educational institutions, agencies, and individuals to gain information resources for residents within its service area.

Approved Yes, Date 12/17/86

Preface

The Missoula Public Library Board's policies governing Library operations have been compiled in this manual for the use of board members, staff and patrons. The manual is intended to ensure consistency in service throughout the Library system, to inform the public about the principles on which decisions are made, and to provide a base for the growth of new policies and plans for the library.

Missoula Public Library Board Trustees act as representatives of the community, setting policies and approving services for the institution. Based on these policies, the library administration then develops procedures, policy implementation, evaluation and revisions. MPL staff reviews the entire library policy regularly; the board considers changes (if any) following staff recommendations. Changes are approved and noted in board **minutes** and within the policy.

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Chair, Board of Trustees

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PERSONNEL POLICY

Personnel policies are in accordance with Union Contract (Appendix O) and [Missoula County Personnel Policies](#) (Appendix P).

General Work Rules

- Regular attendance is required for all employees
- Breaks – 15-minute breaks twice each eight (8) or three (3) times each ten (10) hour shift. Any variation on the two 15-minute breaks scheduled midway during each half-shift of the 8-10 hour work day requires prior approval from the supervisor. Employees working six (6) hours per day may take one (1) 15-minute break for each three (3) hours worked. Breaks may be taken off the premises. Abuse of this privilege will result in suspension of the privilege of leaving premises during break period.
- Staff will be in the scheduled work area and be ready to work at the scheduled time.
- Food and beverages (in covered beverage containers) may be discretely consumed in **non-public** view in work areas. This privilege may be suspended by the library director or supervisors if the professional image of the library is impaired.
- Stereo use is permitted so long as it does not disturb the public or co-workers.
- Staff will notify supervisor or co-workers in work area when leaving the work area. Staff will notify the Accounts Desk when leaving the building, except for meal breaks noted on schedule.
- Keys will be replaced at cost by staff. A key will be issued to each employee during his/her probationary period. Key(s) must be returned upon termination.
- Identity tags are provided by the library to allow the public to recognize staff, volunteers, etc. Paid employees are expected to wear nametags during work hours when working directly with the public. Name tags must **be worn** above the waist and visible to the public.
- In order to project a professional public image and enhance morale and efficiency as well as to provide a safe working environment, each employee is required to maintain a clean and orderly work area.
- Staff must notify the library director (or person in charge) prior to being in the building during non-work hours. Staff is allowed in the MPL building during non-public, non-scheduled hours without prior authorization for emergency reasons or to retrieve personal items.
- Staff members are expected to dress in a professional manner that will inspire confidence in their ability to perform their job functions. Blue jeans are not permitted except when worn by maintenance staff or by other staff members on days when the library is not open to the public. The exception is the last Friday of each month and every **Saturdays** when staff may wear blue jeans.
- As all employees are in contact with the library's external and/or internal customers, the Library asks that all employees refrain from wearing excessive fragrance (perfume or lotions).

- Staff earning compensation time in lieu of overtime pay or for being scheduled to work a paid holiday are required to notify their **supervisor** prior to earning the time (to have the reason for earning approved). The library's administrative assistant will keep compensation time accruals. The labor contract addresses earning and using compensation time, rate of earning, limitation on carrying length, etc. Staff will request approval from supervisor when compensation time is being used. Time can be taken only after being earned and recorded. The County payroll record will be the final authority. With supervisor's approval staff may earn compensation time when participating in library-related events and activities that occur outside of regular staff schedules, in accordance with Union Contract and Missoula County Personnel policies.
- No smoking is permitted in the library at any time, or within 25 feet of the building. (City ordinance)

Management Structure

Ongoing communication among staff, management, and the library board is essential for the efficient operation of the **library**. To allow free communication among all library personnel, the proper procedure is to talk with the immediate supervisor first. If this is not possible or appropriate, then talk with the library director. If the issue is still not resolved, approach the MPL board. Similarly, any professional concerns of the MPL board will be communicated to **library** personnel through the director who will disseminate the information appropriately. See the Negotiated Union Agreement for the proper steps (Appendix O).

The library enforces zero tolerance for **sexual harassment**.

The library board and staff will adhere to all statutory requirements regarding sexual harassment in the workplace.

Procedure manuals exist for the following:

Circulation Department

Technical Services Department (includes Interlibrary Loan)

Reference Department

Youth Services Departments

Government investigations

Emergency situations

(Approved 9/25/90)

(Revised 9/00)

(Revised 11/04)

(Revised 1/09)

COLLECTION DEVELOPMENT POLICY**Materials Selection Policy**

The purpose of the Materials Selection Policy is to list the general standards used to select materials in accordance with the Missoula Public Library mission statement.

Selection Policy Objectives:

- A written material selection policy serves as a guide to library personnel involved in materials selection. It aides them in keeping sight of the goal of selecting and acquiring a useful, well-rounded materials collection to meet the particular needs of the community served.
- A written selection policy helps the library board instruct new board members about existing policy and assists the board in determining whether the staff is doing an acceptable job of building a collection of materials that is relevant to current needs.
- A written selection policy will help to explain to library employees and other interested parties the basis on which materials have been selected.

Materials Collected

(See Appendix A for definitions of Community and User Groups, Collection Development and Description.)

Subject Areas Collected

Missoula Public Library categorizes nonfiction materials according to specific Dewey Decimal numbers.

Present Collection Levels: Missoula Public Library is strong with current materials. Selectors regularly read journals and order from positive reviews. In addition patron requests are strongly considered. Recreational reading in fiction and nonfiction areas is the biggest focus of collection development.

Subject Areas Collected

Subjects: Missoula Public Library categorizes nonfiction materials according to specific Dewey Decimal numbers.

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The following is a breakdown of MPL's adult nonfiction collection:

SUBJECTS COLLECTED BY DEWEY CLASSIFICATION NUMBERS

000 GENERALITIES

- 004-006 COMPUTER SCIENCE—basic level, up-to-date coverage of relevant computer-related topics, minimal coverage of older hardware and software models
- 020-029 LIBRARY SCIENCE—basic level, up-to-date theoretical and practical works relevant to the public library
- 030 ENCYCLOPEDIAS—basic level, older sets are checked out but do not exceed 5 years in age
- 051 PERIODIC INDEXES—basic level, up-to-date
- 060.4 RULES OF ORDER—basic level, newest edition is reference and older editions check-out

Future Acquisitions: Materials in the computer science section will be continually updated to maintain a relevant collection encompassing a variety of computer topics, keeping up with this rapidly changing field.

100 PHILOSOPHY AND PSYCHOLOGY

- 128 HUMANKIND—basic level, up-to-date
- 130 PARAPSYCHOLOGY AND OCCULTISM—basic level, including classic and current texts in this high-demand field
- 150 PSYCHOLOGY—basic level, new materials replace older titles, including overviews, memory and learning, imagination, intelligence, dreams and hypnotism
- 155-158 SELF-HELP—basic level, maintaining a variety of new, popular titles
- 180-199 ANCIENT, MEDIEVAL & EASTERN PHILOSOPHY—basic level, including Buddhist philosophy and yoga

Future Acquisitions: Collection development in this area will include self-help and psychology, while focusing on meeting increased demand for classic and current philosophy texts. High quality, up-to-date parapsychology and occultism titles will be added to keep up with local demand.

- 200 RELIGION**—basic level, providing both historical information as well as doctrinal and devotional items for Christian and non-Christian religions, including the Buddhist, Muslim, Hindu and Jewish religions.

Future Acquisitions: The newest devotional materials for Christian and non-Christian faiths.

300 SOCIAL SCIENCE

- 305 SOCIAL GROUPS—basic level, including current and relevant titles on women, the elderly, teens, gender studies and racial groups

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306	MARRIAGE AND THE FAMILY—basic level, new titles
310	STATISTICAL ABSTRACTS AND ALMANACS- basic level
320	POLITICAL SCIENCE—basic level, current information
330	ECONOMICS—basic level, current titles
340	LAW—minimal level, current MT Code and layman law texts on a variety of legal issues
363-364	TRUE CRIME—basic level, classic and current true crime texts
370	EDUCATIO—minimal level of new titles in many areas including home schooling and learning disabilities
398	FOLKLORE—minimal level

Future Acquisitions: The emphasis of collection development in the social sciences is on current issues and relevancy to the Missoula community. The latest true crime texts will be continually added to keep up with high demand.

400 **LANGUAGE**—basic level, including self-teaching texts and dictionaries for foreign languages

Future Acquisitions: The self-teaching language texts need to be updated and expanded to include additional languages, with an emphasis on new titles on Eastern languages.

500 **SCIENCE**—basic level of new titles, old books are in the process of being updated

600 **TECHNOLOGY**

600-609 TECHNOLOGY—minimal level

610-619 MEDICAL SCIENCE—current, basic collection of general materials. Internet resources such as MedlinePlus are used often. Reference titles include medical dictionaries and family medical guides. The Encyclopedia of Associations and other directories provide phone numbers for various health agencies.

610 PHARMACOLOGY—current prescription drug books and current PDR titles

Future Acquisitions: This information is constantly changing and the resources in this collection must keep up with new research. Materials will continually be updated with new information and the oldest titles are only 5 years old.

620-629 ENGINEERING—minimal, includes smelting and mining materials with historical significance.

635 GARDENING—basic level, up-to-date and classic gardening texts, both general and specific to Montana’s climate. Organic gardening books are high demand.

636 ANIMAL HUSBANDRY—minimal, small animal care is used heavily

641 COOKBOOKS—basic level, both general and specialty cooking, including topics on health, allergies, vegetarian and vegan cooking, international and cultural cuisine, canning, baking, etc.

SEWING—basic level including periodicals, magazines and videos as well as a large selection of print materials.

Future Acquisitions: The gardening collection will continue to be updated with new, relevant materials. Emphasis will also be placed on current, popular home decorating and home organization books, and new quilting and sewing titles.

649 CHILD REARING—basic collection

Future Acquisitions: Parents are always looking for the latest research in this area. This collection needs to be continually up-dated.

650 BUSINESS—basic level of current materials ranging from office and business management and job searching, to setting up a small business. Periodicals and Newspapers include Business Week, Barrons, Wall Street Journal, Forbes, Consumer Report, Money and Kiplingers.

Future Acquisitions: Information in the business world is constantly changing and this collection must provide library users with the most up-to-date business information. Databases and Internet resources also provide current information.

671.5 JOINING AND CUTTING METALS—minimal level
684 HOME WORKSHOP—study level, collection includes periodicals
690 BUILDINGS—basic level on homebuilding, plumbing, and alternative building methods

Future Acquisitions: This collection is fairly adequate for the needs of our patrons. New, relevant titles that fit the collection will be considered for purchase.

700 ARTS AND RECREATION

- 700-730 ART AND ARCHITECTURE—study level, includes art encyclopedias, catalogs, and history of art materials
- 740 DRAWING AND HANDICRAFT—large, study level collection including classic and current texts
- 750 PAINTINGS AND PAINTERS—basic level
- 770 PHOTOGRAPHY—basic level, includes how-to manuals and photography collections
- 780 MUSIC—basic level, information on music genres and musicians, sheet music for piano and other instruments
- 790 SPORTS AND RECREATION—basic level, high demand for fly fishing, hiking, biking and climbing materials Periodicals include Field and Stream, Outdoor Life, Sports Illustrated, Bicycling and Velo News among others. Videos on sports, exercise and fishing enhance the collection.

Future Acquisitions: The library has a strong core collection in this area and development is influenced by patron demand. The music collection needs to be updated, especially how-to manuals and sheet music. Hiking guides are updated as new editions are published.

800 LITERATURE—study level, core collection of American and English literature titles and the Classical titles of Greek and Roman literature. Literature of other languages is minimal. Also includes material on writing fiction and nonfiction and a strong collection of Montana poetry.

Future Acquisitions: Literary criticism needs to be updated. New titles on the writing and publishing process should continually be added to the collection to support the active local author audience.

900 GEOGRAPHY AND HISTORY

910 GEOGRAPHY—basic level

912 ATLASES—basic level

913-919 TRAVEL AND DESCRIPTION—basic level, heavily used, current travel and cultural guides for locations world wide. Travel guides are no more than three years old.

930 HISTORY OF THE ANCIENT WORLD—basic level

940 HISTORY OF EUROPE—basic level

950 HISTORY OF ASIA—minimal level

960 HISTORY OF AFRICA—minimal level

973-978 HISTORY OF THE US—basic level, includes old and new titles

980-990 HISTORY OF SOUTH AMERICA AND OTHER AREAS—minimal level

Future Acquisitions: Information on regions other than the United States and Europe needs to be updated and expanded so that the last 20 years have coverage. This will be one of the priorities in the next few years. Travel books will be continually updated to keep the collection current.

Other Adult nonfiction

- Biographies
- Popular foreign language and instructional video and audio materials
- Local and State History – A strong collection of local history should be developed with the following objectives in mind:
 - Local history should contain materials relating to the municipality and the state. Included in local history are non-book activities such as indexing the local newspaper and collecting vital records.
- State documents relating to the local area may be collected. The library will take a broad view of works by and about the state's authors as well as general works relating to the state, whether or not such materials meet the standards of selection in other aspects.

The library reserves the right to accept gifts of local history material as described in the Library's Gift Policy.

The Reference collection is developed with the following criteria:

- Select and maintain a reference collection that meets the needs of Missoula Public Library users.
- Materials that can be updated will be current.
- Academic and/or technical level should be within the range of users and staff.

Special Collections

The local history and genealogy collections are housed in the Audra Browman Room. Rare materials are shelved in locked cases within that room. These books are non-circulating, but are made available to other libraries for in-house use through Inter-Library Loan on a case by case basis.

Future acquisition levels or goals: With all collections the intent is to maintain currency, weed dated and/or obsolete materials, and listen carefully to patron requests. Completing (and keeping up with) series in all fiction collections is achieved through cooperative collection development with the "Partners".

Adult Fiction – A basic collection of popular titles and well-known authors with multiple copies of bestsellers. The graphic literature collection is new in 2008 as a pullout collection.

Children's materials - Materials in various formats to meet the needs of children for recreational, information, and self-educational use. This collection is primarily a circulating collection, except for the newest editions of encyclopedias, some dictionaries and other general reference works. Earlier editions of such materials do circulate whenever updates become available.

The nonfiction collection is mostly current with the exception of traditional literature and poetry. If those titles are found in the Storytellers Sourcebook or the Poetry Index, they are kept indefinitely. In fiction, award winners such as Newberys or Caldecotts are kept indefinitely. Worn copies are replaced regularly when in print. An additional collection of Native American Literature is being added to the Children's Collection.

Various collections are separated according to age and developmental needs:

- Toddler books (concept books, board books)
- Beginning to read books (controlled vocabulary)
- Picture books
- Picture books for everyone

- Story time kits (books, audio visual, toys, manipulatives, and activities on various themes)
- Fiction (recreational reading for school age children)
- Nonfiction (biographies, recreational reading, supplementary to school collections for homework assignments)

- Children's magazines
- Children's music and audio books
- Children's videos
- Reference materials (bibliographies, children's literature texts, author information, encyclopedias)
- Professional, non-circulating story time materials
- Children's comics
- Children's historical collection

Young adult materials – Materials in various formats to meet the needs of young adults for recreational, informational, and self-educational use. The young adult collection includes a comics/graphic novel collection plus growing numbers of nonfiction materials geared toward teen issues. In addition the young adult fiction collection is available in both paperback and hardback.

Collections include:

- Fiction and nonfiction (readers ages 12-18)
- Young adult paperbacks
- Young adult audio books
- Young adult comics
- Young adult magazines
- Young adult reference
- Local high school newspapers

Periodicals purchased or discontinued as public demand, space considerations, and budget allow.

- Montana magazines are kept indefinitely.
- Newspapers
- The two local newspapers (one daily, one weekly) are collected and archived on microfilm.
- Area Montana newspapers are stored for 3 months.
- National newspapers - The Wall Street Journal, Christian Science Monitor and New York Times are stored for 3 months.
- Nearby metropolitan newspapers – Spokesman Review, Seattle Post Intelligencer, Denver Post, etc. are stored for 3 months.

Audiovisual materials are collected in formats such as DVDs and compact discs to meet popular demand.

Responsibility for Selection

Ultimate responsibility for book selection, as for all library activities, rests with the director, who operates within the framework of policies determined by the board of trustees. The initial selection of material for the library as a whole, however, is the responsibility of the staff as assigned by the director. The professional staff maintains general guidance over the book and other material selection for the entire library in their particular areas of service.

Selectors are given direct responsibility for selection in specific subject areas under the supervision of the director. All library employees are encouraged to make suggestions and requests for purchase of materials. Subject and title suggestions are also accepted from library patrons for consideration.

Criteria for Selection

The selectors acquire materials using the following criteria (Note: not all criteria listed need apply to every item selected):

- Authoritativeness and literary merit;
- The importance of the subject matter to the collection and scarcity of material on the subject;
- Timeliness or permanence of the material;
- Appearance of the title in special bibliographies or indices;
- Clear presentation and readability;
- Accurate information;
- Availability of material in other local library collections;
- The author's reputation and significance as a writer;
- Reputation and standing of publisher;
- Format;
- Price, popularity and patron demand

Selection aids may include:

- Book reviews in professionally recognized periodicals and journals as a primary source for selection (see Appendix F for representative titles of individual selection aids).
- Standard bibliographies and booklists by recognized authorities (such as library association and professional library journal publications).
- Advice of competent people in specific subject areas.

Patron purchase requests – All requests from patrons for specific titles or subject requests will be considered. Whenever there is enough demand or interest in a book or a subject, a book with unfavorable reviews may be purchased unless it comes within the Supreme Court's definition of obscenity. Every reasonable effort consistent with the Missoula Public Library's Interlibrary loan policies will be made to secure requested titles which are not in the collection from other libraries.

Duplication of Purchasing – Duplicate copies may be purchased to fill demand as finances allow. The purchase of less popular, but still important, materials will not be neglected.

Replacement of Materials – Whenever materials are lost, worn out, or otherwise withdrawn, replacement will be reviewed with the same general criteria as for original purchase. Replacement will depend on the need of the collection and whether other, similar, or more up-to-date materials are available.

Reference and Circulating Collection - The decision to designate materials for in-library use only is at the discretion of the selectors.

Gifts

The library will encourage and accept gifts suitable for its materials collection. Gift materials must meet the same criteria for selection as purchased materials. Gifts must fit into the collection; any unneeded duplicates and out-of-date materials will not be added.

- Format must be suitable to library use. If the binding, condition of paper, or unusual format makes an item unsuitable for library use, it will not be added.
- Items not added to the library collection will be given to another library, to a non-profit organization, the Friends of MPL for sale to benefit the library, or will otherwise be disposed of.
- Nameplates will be put in gift books at the donor's request.
- Whenever a gift is no longer needed in the collection, it will be disposed of in the same manner as purchased materials.
- Gifts that are cataloged and added to the collection will be shelved in their regular classified place on the library shelves and will be available to all borrowers in the Missoula Public Library system, and otherwise handled as any other material belonging to the Library.
- Individuals and organizations that donate magazine subscriptions shall do so according to the library's Magazine Subscription Donation Procedure (see Appendix G).
- All gifts not designated as part of the materials collection (for example, property, stocks, etc.) will be accepted by and disposed of at the discretion of the library board.
- Unrestricted monetary gifts of \$1,000 or more will automatically go into the account of the MPL Foundation. Gifts under \$1,000 will go into the account of the Friends of MPL. (approved December 27, 1994)

The Board of Trustees of the Missoula Public Library recognizes that Missoula is a diverse community and affirms that the library will attempt to provide books and other library resources for the interest, information, and enlightenment of the entire community within the budget's constraints. See Appendix A for community demographics.

Limitations and priorities of the Missoula Public Library Collection

- Format - The library will purchase material in a format (hardback, paperback, DVD, compact disc, microform, map, picture, periodical, pamphlet, etc.) appropriate to its anticipated use, availability in alternate formats, cost, and storage space availability.
- The library does not attempt to acquire textbooks or other curriculum-related materials except when such materials also serve the general public.
- Branches – Basic reference collections consisting of dictionaries, almanacs, an encyclopedia, etc., will be housed at branch sites. Gifts of materials and money to purchase materials may be accepted by branch staff, providing MPL Gift Policy is adhered to and materials are cataloged into the Missoula Public Library collection.
- Series – The decision to purchase additional items in a series or to initially purchase a series will be based on the same selection criteria used to purchase single volume materials.

Special Collections - Certain collections (Genealogy, Large Type, Young Adult Comics, etc.) may be shelved separately to encourage use by the public. Large type (primarily fiction) is updated as the budget allows and includes popular authors as well as favorites.

Audiovisual materials are collected in formats such as DVD and compact discs to meet popular demand. As formats become obsolete they will not longer be supported.

- The goal of the DVD collection is to be well balanced, serving the needs of the entire community. Materials are selected for all ages and all levels of comprehension. Selection is based on informational, educational, and recreational value and is also considered in terms of timeliness, demand, quality, and authority.
- The DVD collection contains feature films and informational videos for all ages. The collection may include current high interest films, old classics, award winners, foreign films, and non-fiction subjects.
- Feature films should contribute to the value of the Library's collection as a whole by representing all types and styles of motion pictures that provide pleasant viewing for recreational and creative use of leisure time. Serious works, which present honest aspects of life, are not necessarily excluded for frankness of expression.
- Children's materials are selected in order to encourage the child's joy in learning and creativity. Videos are selected to offer adventures of the mind and spirit for growing children, cultivate an appreciation of literature and film, and encourage the creative use of leisure time.

- Special attention is given to films of use and value to parents or other adults working with children.
- Appropriateness, expected long-term use, and value to the collection are deciding factors in the selection.
- Preference is given to the purchase of new titles rather than replacements, but titles in high demand may be replaced as available. Multiple copies may be considered for high-interest films.
- Most video purchases will stem from views in the most highly regarded sources, although suggestions from patrons are always welcome and are given serious consideration. Close attention is paid to professional reviews, especially in the selection of documentary and "how-to" videos.
- Attempts will be made to purchase videos/films at a reduced price. However, there are times when a film is so popular that the Library decides to purchase it immediately at full price.
- The Library recognizes and understands that some video recordings may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection will not be made on the basis of anticipated approval or disapproval by any individual in the community, but rather on the evaluation of the video recording's literary merit, authenticity, honesty of presentation, topical interest, and use by the audience for whom it is intended. The primary aim of video recording selection is to establish a balanced collection, which adequately represents various points of view on many subjects. (Video Recording policy Approved, August 2003)

Weeding

In order to maintain an up-to-date collection, staff will continually re-evaluate worn and obsolete materials. Systematic evaluation and weeding of the collection is required in order to keep the collection responsive to patrons' needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding (removing materials from the collection) is the responsibility of the professional employees of the Library. Weeding both the purchased and donated material collection will be done continually in order to keep the materials collection relevant to the needs of the community.

Disposition Procedure – Material withdrawn during the weeding process will be given to the Friends of the Missoula Public Library for sale to benefit the Library or will be otherwise disposed of.
(approved 8/7/90)

Censorship and Materials Selection

The library board and administration are dedicated to the principles of intellectual freedom. They believe that the right to read is basic to the intellectual freedom of democracy and therefore adopt the following three basic documents on intellectual freedom as official policy of the library:

- The Library Bill of Rights (See Appendix B for complete text)
- The Freedom to Read Statement (See Appendix C for complete text)
- The Freedom to View Statement (See Appendix D for complete text)

The function of material selection is to obtain the best print and non-print resources suited to the needs of the community with the funds available. It is not to be confused with censorship, and selectors must be constantly alert not to allow their own preferences or prejudices, pressure by individuals or groups, or fear of such pressure to influence selection. Following the democratic principles under which it operates, the library is obligated to make all sides of a controversial question available as far as possible.

The decision to purchase materials should be guided by qualified reviews and based on the literary value and social importance of the material, the needs of the community, availability of other materials on the subject, and funds available.

Materials which come within the Supreme Court's definition of obscenity should be excluded, but no item should be eliminated because of coarse language, violence, or frank discussion of sexual episodes when such episodes are pertinent to the plot or character delineation.

Indicating an item's point of view or bias by labeling it or shelving it in a special area is considered an unwarranted assumption on the part of the library. Cataloging and classification should in no way reflect a value judgment of the material.

The presence of material in the library does not indicate an endorsement of its contents by the library board, staff, or funding agencies.

Request for (Re)consideration Procedure

The Missoula Public Library staff will gladly respond to any concern from patrons about library materials. If patrons are not satisfied with the response received from a staff member, they will be referred to the library director. Within 48 hours, a patron may request a written response if the verbal exchange has not been satisfactory. The library director, or the person acting in his or her absence, will respond in writing within seven working days. If those informal procedures do not result in a satisfactory conclusion for the patron, a formal written request for (re)consideration may be filed.

Request for (re)consideration forms are available at each service desk (i.e., Library Director, Assistant Director, Circulation, Reference, and Children's).

This procedure will be followed:

- i Patron fills out and signs a "Request for (Re)consideration" (Appendix E) form and gives or sends it to the library staff at one of the above identified service desks.
- ii The copy or copies of the challenged materials will remain available to the public until disposition is determined.
- iii The "Request for (Re)consideration" form is sent to the Library Director with the material if it is a request for withdrawal or addition (if available).
- iv The library director will consult with the selector and respond in writing to the patron.
- v If further action is required, a committee of professional level staff will review the materials and make a recommendation.
- vi The committee's decision may be appealed to the library board which will review the material and make a final decision.

OPERATIONAL POLICY**Confidentiality**

Missoula Public Library subscribes to all provisions, responsibilities and remedies inherent in applicable Montana Code Annotated (1985, 1997) 22-1-1101 to 22-1-1111 (see Appendix I).

Court-ordered warrants or subpoenas requesting disclosure of confidential library information will be referred to the library director. The library director will submit these to the Missoula County Attorney's office for approval prior to dispersal of information.

Patrons may view their library record at any public access computer, or by using the library's online system via the Internet.

Public Participation Policy

The Missoula Public Library Board welcomes public input at its meetings. Each agenda item (unless specified otherwise) will be open for public input during the comment period only. To assure adequate notice and assist in public participation, the agenda will be posted at least 48 hours before the meeting on the library doors, library bulletin board, web site, and current display areas.

Generally the board meets monthly on the third (3rd) Wednesday of the Month, at 6:00 P.M. in the Director's Office. On occasion the board may call a special meeting or need to change the time and date of the monthly meeting. Notice of such changes will be given at least 48 hours before the meeting and will be posted on the locations listed above.

Everyone wishing to speak must sign in with his/her name, address, and contact information to allow for accurate spelling of names and identification of those speaking on the various items for inclusion in the official minutes of the meeting. The form will be available on the table in the meeting room.

Comments may be given orally or in writing. Since time is limited, the Board chair reserves the right to set reasonable time limits for public input on each topic. Normally, a person will be limited to five minutes per agenda item. Written comments should be submitted to the library director at least 24 hours prior to the meeting.

During Board deliberation, the public will not make any comments unless responding to a specific question asked by the Board chair. (added 04/08)

Library hours

Missoula Public Library hours are Monday-Thursday 10am-9pm, Friday and Saturday 10am-6pm, and Sunday 1-5pm.

Lost and Found

The library is not responsible for personal items left in the library or on the library premises. When a member of the public leaves an item in the library, a reasonable attempt will be made to return the lost item to its owner.

- In most cases, items that are lost and found in the library or turned in to library personnel by the public are held for four weeks at which time they will be disposed of.
- Hazardous and perishable items are discarded immediately.
- Items of obvious value, including (but not limited to) wallets, cellular phones, jewelry, cash, and credit cards, are held in a secure location.
- If the owner of the item can be determined, staff will attempt to contact the owner in a timely manner.
- If the owner of a lost and found item visits the library and satisfactorily identifies the item, the item will be returned to its owner.
- If items are not claimed in a timely manner, they will be disposed of by being discarded, turned over to the Police Department, or donated to charity, as appropriate.
- Bicycles that are chained to the bike rack for longer than five days will be removed and turned over to the City Police.

Library cards

A Missoula Public Library borrower's card is available to any individual resident of the State of Montana who completes the borrower's registration form and shows one piece of identification. A photo ID is preferred.

- All addresses which list a post office box number must also have a street address or description of location.
- The library will mail a proof of address postcard to new patrons.
- New patrons may initially check out two items. Upon timely return of these items and their proof of address postcard, borrowing privileges become permanent. (Revised 07/07)
- Children – All patrons under 15 must have a parent or guardian's signature on the library card application. The library will accept a parent or guardian's signature as proof of address.
- Applicants at local shelters may be registered on a temporary status and may check out up to two items. They must show a photo ID.
- The initial library card is free, and there is a \$1 charge for a replacement card. (Revised 4/11/91; 7/25/00)
- Library cards from Partner Libraries can be utilized at Missoula Public Library. (Added 11/04)

Group Library cards - Application for a group card must be written on business letterhead, stating that the organization is willing to assume responsibility for fines and damaged or lost items. The letter must also list who is allowed to use the card and be signed by the individual who will assume financial responsibility.

- The group card must be kept by the organization and must be presented when materials are borrowed.

- Group cards will be updated on a yearly basis, upon verification of address and individual in charge.
- If the card is lost, another letter from the organization on letterhead will be required. A \$1.00 replacement fee will be charged.

Loan Periods

Most materials – 4-week (28 days) checkout period with no grace period and 2 4-week renewals, provided items have not been reserved by another patron.

New Fiction – 10-day checkout period with no grace period and 2 10-day renewals, provided items have not been reserved by another patron.

Renewals - items may be renewed by phone or online, providing they have not been reserved by another patron.

Reference and non-circulating materials do not check out unless prior approval is given by a reference librarian or the library director, in which case a 24-hour check out is allowed.

Vertical File Material – same as regular materials.
(Approved 9/25/90)
(Revised 12/26/94, 9/00, 10/07)

Fines

Missoula Public Library charges 10 cents per day per item that is overdue

- Maximum fines levied for any one person will be \$10.00.
- Suspension – Borrowing privileges will be suspended when reimbursement has not been received by the library for any lost or damaged materials or when accrued or estimated overdue fines have reached the \$10.00 maximum.

Damaged and Lost Material

All Library materials are inspected upon return. Those materials deemed by library staff to be damaged but not destroyed will be assessed a repair charge. The repair charge is \$5.00 for damaged books that can be repaired in-house. Those materials deemed destroyed/unusable will be assessed a destroyed or lost material charge. The charge will be the retail or stated default price of the book, plus a \$10.00 handling charge. Exceptions - \$1.00 for TOT books, no handling charge for paperbacks. **Lost materials fees are non-refundable.**

***A 10% payment plan may be established at the Accounts Desk**

Interlibrary Loan (ILL) -Borrowing Policy

Eligibility

- Interlibrary loan is available to any patron presenting a permanent Missoula Public Library card.
- Patrons may borrow up to five items through interlibrary loan.
- Service is not available to patrons with overdue materials whose estimated fines or unpaid fines are in excess of \$10.00.
- New patrons with temporary cards may request two items through interlibrary loan. (Revised 09/07)

Fees and fines

The Library does not charge patrons a processing fee for ILL requests except under the following circumstances:

- If material is borrowed from out of the country (including Canada), patron will pay return postage costs.
- If a lending library charges a fee for the material, the Missoula Public Library patron will pay (upon receipt of the material) all charges. (Effective July 1, 1987.)

In the event that the patron fails to pick up the materials, he/she is responsible to pay all fees and will be billed accordingly.

- Overdue ILL materials will be billed at a rate of 50 cents per day that the Missoula Public Library is open. There is no grace period on interlibrary loan materials. (Revised 9/00)
- Renewals of interlibrary loan materials will be allowed only when approved by ILL staff and the lending library.
- If materials are lost or damaged the lending library determines the replacement cost.

Interlibrary Loan (ILL) - Lending Policy

The Library will not lend the following materials through Interlibrary Loan:

- High-demand materials, including 10-day books.
- Reference books (juvenile and adult), Audra Browman Room materials, and genealogical materials except upon individual review by the appropriate reference librarian, children's librarian, and/or library director, and with use limited to a maximum of two weeks' in-house use.

Materials are loaned from Missoula Public Library collection for five weeks. Renewals are allowed following approval by ILL staff.

Items will be reserved as it is practical to do so, determined by ILL staff.

Missoula Public Library ILL staff will not do genealogical research, i.e., search for information on families or a family member except for materials identified by titles and identified as owned by Missoula Public Library and containing indices and/or tables of contents.

Replacement charges will be assessed for lost or damaged materials using the Missoula Public Library's replacement cost and processing fee scale. If lost material is returned in acceptable condition, replacement cost will be refunded minus the handling fee and any additional charges incurred by Missoula Public Library.

Fines and Penalties

Library materials held one month beyond due date will be declared lost and will be billed according to a replacement cost and processing fee scale. If materials are not returned or paid for within one month of the date of the bill, the borrowing library's ILL privileges are suspended until the problem is resolved.

(Approved 8/7/90)

ACCEPTABLE USE POLICY**Library Services**

Public hours are to be established annually at the January meeting, or as circumstances require, by the library board. Legal holidays, as set forth in Montana Code Annotated 1-1-216 shall be observed. (see Appendix J)

Reference Service

- Length of staff reference search time is limited to a maximum of thirty (30) minutes.
- Information requests will be answered, using the sources available in the library. If the questions cannot be answered using library resources, an effort will be made to refer patrons to other libraries, groups, or agencies that may be able to help.
- Telephone inquiries are encouraged and will be answered in a timely manner. City directory information is limited to the name and address requested. No "nearbys" will be supplied.
- Mail and email inquiries are accepted. The inquiry must be specific and understandable. If not, the inquiry will be returned for clarification. (A \$5.00 fee will be requested for mail inquiries)
- Staff will locate materials if the current work situation allows. When circumstances do not permit personal assistance, clear instructions will be given to direct the patron to the proper area.
- Bibliographies will be compiled by library staff at the request of the library director or the library board.

Tours of the Library

- Are oriented to the touring group's needs.
- Appointments must be made in advance and are based on a policy of "schedule permitting" for all groups.
- Tardiness – if a group calls to say they will be late, staff has the option to give the tour when the group arrives or reschedule the tour for another day and time. If the tour group shows up more than 20 minutes late, the tour may be given or cancelled, at the discretion of the staff.
- The number of people who can be accommodated in a tour will be left to the discretion of the library staff. The recommended maximum number is 25.
- Library card applications must be submitted at least a week in advance.

School Services

All school visits, school story times, book talks, and public speaking engagements to be done on library time must be cleared through the supervisor. Invitations will be accepted at the appropriate supervisor's discretion.

Classroom collections will not be assembled for teachers. Staff will assist teachers and students when they come to the Library.

Some popular programs may require a ticket for admittance. The library reserves the right to limit group size and age range for admittance.

Missoulian Index

The Reference Department will compile and maintain an alphabetical subject index of articles found in the Missoulian newspaper. Articles of state and local interest (excluding most national and world news stories) will be indexed. Reference staff will assist patrons in use of the index.

Branch service

Branch service will be determined and reviewed by the library board as circumstances dictate.

Copyright Law

Compliance with all federal copyright laws is the responsibility of the user.

Internet Access Policy

Missoula Public Library (MPL) strives to develop collections, resources, and services that meet the cultural, informational, educational, and recreational needs of our community. The internet, as an information resource, enables MPL to provide information beyond the confines of its own collection. It is within this context that MPL offers access to the internet.

MPL does not monitor and has no interest in controlling information accessed through the internet, and is not responsible for its content. Not all sources provide accurate, complete, or current information. MPL does not guarantee the accuracy of information obtained through the internet.

MPL does not censor access to materials or protect patrons from internet-based information. Materials and opinions come from varied points of view. The highly diverse user population on the internet can result in information or services that may or may not please, interest or offend. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent or legal guardian.

Patrons who violate the Public Dissemination Law as set forth in Montana Code Annotated [45-8-206](#) (see Appendix K) will be asked to end their internet session immediately. Anyone who fails to do so will be asked to leave the building.

(Adopted 11/06)
(Revised 12/07)

The library board shall have the authority to deny a meeting or an exhibit if it is deemed inappropriate to the mission of Missoula Public Library. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use any meeting room. Meetings and exhibits do not necessarily reflect the opinions of the library board or staff.

Public Meeting Room Regulations (see Appendix H) – The Missoula Public Library makes available meeting rooms located on the library’s lower level to groups and organizations complying with prescribed regulations. The meeting rooms are available for meetings during the hours the Missoula Public Library is open to the public. Exceptions must be cleared through the library director.

Satellite Dish Use – The use of the satellite dish is limited to continuing educational programs for all types of groups and is subject to all other meeting room regulations. Coordinates must be provided to library staff at least one week prior to meeting

The library director is authorized to deny permission to use the meeting room or terminate any meeting in progress to any group which is disorderly in any way, or which otherwise violates these regulations.

The following rules govern the use of equipment owned by the Missoula Public Library. Audio-visual, other equipment and furnishings (as listed below) may be used by the public within the confines of the building free of charge.

- Audio-visual projectors (opaque, overhead); LCD projector; screens, extension cords; video and DVD players, televisions; satellite dish; microform readers; flipchart and stand; and other furniture.
- Coin-operated photocopiers and microform printers are available for public use within the building upon payment of a fee.
- A typewriter and computers for word-processing are available for public use at no charge.
- Public internet access is available at no charge. Printing costs are 10 cents per page for black and white and 50 cents per page for color.

At the director's discretion, staff may utilize library equipment for personal business. Public use has priority. Personal use of equipment must not conflict with library use and must be taken during user's non-work hours.

- Staff will not use computers for personal use at public service desks during the hours the library is open.
- Supplies associated with the operation of any of the above listed equipment are the responsibility of the user.
- Use of the library vehicles is restricted to library purposes only, and use is restricted to authorized drivers.

Borrowers of any of the above-named equipment, furniture, etc., as described in the above policy assume complete responsibility for repair or replacement due to loss, damage, or theft.

Purpose – The Missoula Public Library display cases are provided to support library-sponsored programs and as a service for community exhibits. Content of non-library exhibits is not endorsed by the library and is the sole responsibility of the exhibitor. MPL display space allows groups to publicize activities, history, and current projects.

Restrictions – Eligible exhibitors may include government, school, and non-profit organizations such as community, youth, and arts groups whose aims are educational, cultural, informational, and lawful. Displays may not contain commercial components or concern political parties, political candidates or ballot issues.

Scheduling – Exhibits may be scheduled by submitting an application to the library at least two weeks but no more than three months before the display period.

Installation – Exhibits will be installed and removed by members of the sponsoring organization. Exhibits can be installed on the first day of the month that the library is open. They must be removed by the last open day of the month. Exhibits not removed in a timely manner may be removed by staff.

Sales – Exhibition items may not be priced for sale.

Publicity – All publicity is the responsibility of the exhibitor.

Security – Library facilities are designed to be reasonably secure. Exhibitors may staff their displays, but the library cannot provide personnel to guard installations. The library is not financially responsible for loss or damage to any exhibits. Exhibitors must assume responsibility for damage caused to MPL facilities by their display should it occur.

Insurance – The county insurance only covers property owned by the library. Exhibitors wanting insurance must arrange for it themselves.

Hours – The display area is open only during normal public building hours. See Appendix for form

(Added 1994)
(Revised 2008)

Bulletin Board Policy

Restrictions - use of the public bulletin board will be granted to non-profit community groups and organizations whose aims are educational, cultural, informational, and lawful. The space may not be used for exhibits which are commercial, promote a specific religious concept, or espouse partisan politics.

Public Dissemination of Materials and Information on Library Property

The library board recognizes its responsibility to allow the public an opportunity to express diverse viewpoints in the appropriate location (e.g. the meeting rooms) at the appropriate times (e.g. a scheduled meeting, program, or lecture). The following rules apply:

- All print material (posters, flyers, pamphlets, etc.) to be distributed or displayed in or on library property (e.g. bulletin boards, walls, display racks) must be approved by the library staff.
- Oral presentations (e.g. lectures, debates, discussions, and speeches) must be scheduled for an appropriate time or place.

Parking Lot – The library provides parking in the lot for patrons for 3 hours and for staff, present board members', and volunteers' cars which are appropriately registered. The Missoula Parking Commission patrols the lot and is authorized to ticket violators.
(Approved 1/27/88)

Smoking – Smoking is not permitted within 25 feet of the library building.

Staff Rights

MPL employees have rights that should not put them in conflict with the rights of patrons:

- The right to be treated politely.
- The right to work in a safe environment.
- The right to ask a patron to abide by policies of the library.
- The right to offer options when a patron's request exceeds MPL's resources.

Library Security and Patron Behavior

In order to provide a readily available collection of library materials and a suitable atmosphere for use of the Library's materials and services, the Library Board has adopted these policies.

Destruction or Theft of Library Materials or Property

Vandalism includes willfully destroying, mutilating, defacing, breaking, cutting, tearing, writing upon, or otherwise damaging any library materials (including, but not limited to, books, magazines, newspapers, audiovisual materials, and computer equipment) or property (including, but not limited to, the library building, grounds, furniture, and equipment). "Any person who shall willfully and maliciously or wantonly and needlessly destroy, mutilate, deface, break, cut, tear, write upon or in any way injure or steal, take or carry away, contrary to the library regulations, any book, pamphlet, newspaper, map, chart, manuscript, plate, picture, engraving, statue or other property belonging to or deposited in the public library...shall be punished as provided by Section 1.20.010. (see Appendix M) To the fine and penalty imposed by such section there shall be added the cost of repairing or

replacing the injured or stolen property . . . Any person convicted of a misdemeanor under the ordinances of the City shall be punished by a fine not to exceed five hundred dollars or by imprisonment not to exceed six months, or by both such fine and imprisonment."

Patron Behavior

Library patrons are expected to conform to generally acceptable, lawful standards of behavior. Shirts and shoes are required in the library. A patron who engages in any activity that disrupts the use of the library facilities or disrupts the ability of staff to perform its duties will be asked to cease such activity immediately by library staff.

If, after staff contact, the patron continues the disruptive behavior, he/she will be asked to leave the building by staff or the police and may be liable under Missoula Municipal Code 9.24.010 (disturbing the peace ordinance, see Appendix N).

For the safety of patrons and staff, patrons may not sleep in the library. (added 09/08)

If the patron exhibits highly suspicious behavior, is disoriented or clearly irrational, library staff member(s) are authorized to seek help from the Missoula Police Department.

If the patron exhibits aggressive, abusive, violent or suspicious (such as theft or vandalism) behavior, the library staff member(s) are authorized to seek help from the Missoula Police Department.

Subsequent violations of this policy may result in expulsion from the library. Expulsion for more than one month may be appealed in writing to the Library Director within three days of expulsion notification. (added 10/08)

Unattended Child Policy

Children under the age of twelve (as set forth in Montana Code Annotated 52-2-703, see Appendix L) may not be left unattended in the library. They must be attended at all times by a responsible person age 14 or older.

Library staff will not supervise children. If a library staff member observes an unattended child whose behavior is disruptive, the immediate supervisor on duty will be notified.

If a child is participating in a supervised program, the parent or caregiver should remain in the library building.

Unattended children under the age of fifteen (15) who are left in the library at closing time will be encouraged to contact a parent or guardian to pick them up. If the child is not claimed by closing of the library, the Missoula Police Department will be notified of the situation. Under no circumstances should a staff member drive a child home. Two staff members must remain with the child, one from reference and one other.

Library staff does not assume responsibility for persons not legally responsible for themselves if left unattended on library premises. For

purposes of illustration but not limitation, these are persons who are dependent on others for their safety and well-being and persons of juvenile age who are unable to make responsible decisions on their own behalf. Library staff will attempt to identify and contact a legal guardian if the welfare of such an unattended person appears to be threatened. In the event that a person cannot be identified and/or contacted, the library will notify the Missoula Police Department.

Groups of children under the age of fifteen (15) such as school classes, day-cares, tours, etc., must be supervised at all times while in the library.

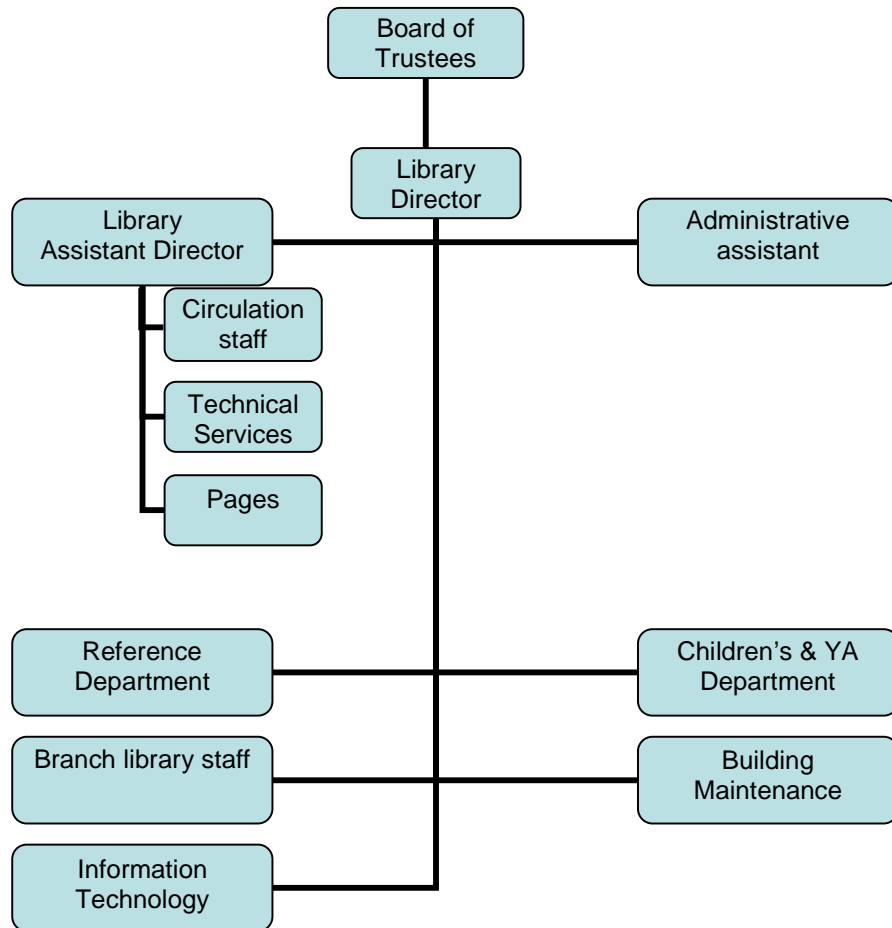
(Approved 7/8/90)

(Revised 9/00; 4/03; 2/05; 7/06)

Unattended Adults in the Children's Department

Adult patrons in the YA or children's department who are not accompanying children may be asked to move to the adult area of the library if they have no legitimate purpose for being there.

Missoula Public Library Organizational Chart



APPENDIX A

Community and User Groups Defined (based on 2000 Census data)
 Missoula County, Montana covers approximately 2,600 square miles in the western part of the state. Five large valleys and two major rivers wind through this mountainous region. Missoula County has a population of nearly 99,000 people and the county seat is Missoula.

Total households in Missoula number 38,439 with a median age of 33.2. Non-family households total 15,294 with 2.4 people average per household (family and non-family). The average annual wage is \$24,128 with per capita income at \$23,246.

The economic base in Missoula County:
 Medical services, trade, financial and insurance (33%)
 Wood and paper products (18%)
 Motor carriers (13%)
 Federal government (12%)
 University of Montana (11%)
 Nonresident travel (4%)
 Other manufacturing (4%)
 Railroads (4%)

Average selling price of homes - \$133,450; average monthly rent - \$676.

Missoula County - demographics

Age Distribution	2000
Under 5 years	5,455
5-19 years	20,429
20-34 years	24,212
35-44 years	14,504
45-59 years	18,485
60 to 74 years	7,948
75 to 84 years	3,508
85 years and over	1,261
Median Age	33.2
Total Population	95,802
Female	
Population	47,927
Male	
Population	47,875

[Missoula County, MT](#)

Population 2000: 95,802

MISSOULA COUNTY	MT	US
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EDUCATIONAL ATTAINMENT

	Number	Number	Number
Population 25 and older	59,298		
	Number	Pct	Pct
High school graduates (includes equivalency)	15,733	26.5	31.3
Some college, or associate's degree	18,771	31.7	31.5
Bachelor's degree	13,084	22.1	17.2
Master's, professional or doctorate degree	6,366	10.7	7.2

SCHOOL ENROLLMENT

	Number	Number	Number
Population 3 years and over enrolled in school	30,019		
	Number	Pct	Pct
Preschool and kindergarten	2,417	8.1	10.6
Grades 1-12	15,617	52.0	68.2
College	11,985	39.9	21.2

NARRATIVE:

Missoula Public Library visits FY 08 - Over 378,000 individuals

Breakdown of cardholders at Missoula Public Library: 58,900

Juveniles (under 15 years) in Missoula County – 10,658

Juveniles outside of Missoula County – 889

Adults in Missoula County – 41,055

Adults outside of Missoula County – 2,987

University students – 3,311

Daily visitors include:

- Public internet and computer users
- Newspaper and periodical readers
- Homeless population
- Free magazine table users
- Avid recreational readers
- Consumer information seekers

Weekly users include:

- Families with preschoolers who come to story time
- Homeschoolers
- Teens in group homes
- Homework help seekers

Occasional users include:

- Word processing users
- Genealogy researchers
- Basic research
- Children's literature students
- Attendees for meetings or programs

Virtually every occupation, age, and educational level is represented by MPL library users.

Patron Needs and Services/Programs Defined:

With over 58,900 cardholders, Missoula Public Library is heavily used by people in the county and surrounding areas. Three branch libraries serve many of the county's rural citizens. February 2009 marks a new era of "User Centered Services" at MPL. Three self checkout machines will increase the confidentiality of user choices. Staff will be available to assist users in gaining confidence with the technology. An accounts desk will remain for individuals who need help with payment of lost materials and other issues. Self pickup holds shelves are located near the accounts and references desks so users can access help easily if needed. Holds are shelved by the last five digits of a user's library card number to ensure confidentiality of the user. The information desk is no longer in existence to make room for rovers. Library staff members will be moving about the collection so they are available to help the users at the point of need. Each department in the library will have roving staff available to help with questions and to provide Reader's Advisory for those looking for the perfect read.

The Library supplies recreational reading for all ages, homework support and basic research for all ages by way of nonfiction resources, databases and reference services. The web based virtual reference desk offers 24/7

reference service through email or live chat. Public internet computers are housed in Web Alley, an addition to MPL in FY06. The number of public access computers more than doubled with this addition. A computer classroom with six additional computers has opened the doors for many educational opportunities for the citizens of the county. Word-processing computers are available for report writing, test taking, and writing resumes.

The teen computers are heavily used. The YA Department is undergoing a redesign that will add more space and shelving to the department. The YA Department has three employees bringing a variety of programming and energy to the department.

Senior citizens enjoy a constantly growing large type book collection as well as an increase in audio books. Staff visits several senior residence homes every three weeks, providing a variety of materials for residents. In addition, a volunteer visits homebound seniors, regularly bringing specifically requested material. A senior movie once a month adds variety to the services offered.

The library not only provides materials for university students, but also offers University of Montana children's literature students a two-hour class in using library collections – particularly the children's and young adult areas. University Library Media students are provided an opportunity to complete a 90-hour practicum using the staff and resources of MPL. In addition to these specific opportunities, university students use the library's periodical collection as well as the Montana materials to complete required projects.

Online resources such as Infotrac, Auto Repair, and Heritage Quest are provided through a statewide contract. MPL has purchased other databases such as Ancestry.com and Novelist. These and the iBistro interface on the Montana Shared Catalog are available in the library and remotely. As a participant in the Montana Shared Catalog, MPL users can browse the collections of 92 other libraries in Montana. In May 2004, MPL and three other library systems in western Montana (Flathead County Library, Hearst Free Library – Anaconda, Bitterroot Public Library – Hamilton) began allowing patrons to check out and hold materials from one another's libraries. These libraries formed a group called Partners which now consists of over twelve libraries and their branches.

September 2003 began a remodel to enhance ADA access to users, starting with the Library's main floor entryway and new shelving with generous aisles for increased accessibility. In 2006-2007, resurfacing of the parking lot, relocation of handicap parking, new door handles, restroom redesigns, and new handrails on stairways brought the ADA access to near completion. The 2008 budget included the ADA upgrade for the elevators. That will conclude the ADA deficiencies outlined in the Missoula County Federal ADA Compliance document.

Missoula is rapidly growing so the library board is investigating branch libraries in the urban area as well as outlying areas in the county. In January

of 2008, Frenchtown High School Library is the home of a new branch library celebrating a one year anniversary in February. Parking at the main branch is limited, and the creation of branch libraries closer to growing residential areas will eliminate stress on the main facility.

Collection Development and Description – The Board of Trustees of the Missoula Public Library recognizes that Missoula is a diverse community and affirms that the Library will attempt to provide print, non-print, and other library resources for the interest, information, and enlightenment of the entire community, within the budget's constraints.

With over 270,900 volumes, the Missoula Public Library strives to supply materials in a variety of subject areas and formats. These include multiple copies of bestsellers, a vast collection of how-to books and video recordings, an ever-increasing collection of audio books, music CD's, a strong young adult fiction and nonfiction collection, as well as a variety of children's materials. MPL has a wide variety of graphic novels for children and young adults and has added an adult graphic literature collection as well as downloadable audio and MP3 players for patron checkout.

The materials budget in FY08 is \$317,300 – approximately a 7% increase from FY07. In FY07 we added 34,415 items. This trend will continue as the materials budget increases. Weeding efforts continue. The library has a diverse nonfiction collection with emphasis on heavily used collections such as travel, crafts, how-to books, materials related to health and diet, psychology and self help, etc.

Cooperative Collection Management & Interlibrary Loan: In 2004, a cooperative partnership was formed with other western Montana libraries allowing patrons the ability to easily borrow items from each library. This partnership is known as the "Partners" and has grown to include libraries from across the state. MPL relies on interlibrary loan for more obscure titles that may only appeal to one or two individuals. In FY07-08 MPL participated in an OCLC Home Delivery Project. This has proven to be a very popular project and future funding will be covered by individual users and supplemented by the Friends of MPL and the MPL Foundation.

General Priorities and Limitations

Chronological Coverage: In general, MPL holds newer copyrights. The library keeps some older materials for both historical and research purposes. Older books of music/songs remain because they are usually the only titles available. Travel books are kept for historical accounts or "I was there" stories. Contemporary travel books are updated regularly. Some biographies are the only ones written about a person, or are considered the most authoritative biography even when a newer biography has been written. Older books of plays, short stories, essays, fairy tales, and poetry are considered timeless. Newer materials on health related issues are continually added to the collection. Computer books are weeded regularly and replaced, although the Library still has some older computer books that deal with older programs and computers for patrons who have older systems. Montana

materials are kept no matter how old. Scattered throughout the collection are certain works that have become classics (Rachael Carson's "Silent Spring", for example) that we will not remove unless the condition is poor.

The library's collection is in constant need of weeding. The primary goal in nonfiction is to keep materials as timely and up-to-date as possible. The adult fiction and nonfiction collection is being heavily weeded at this time to make room for non-circulating titles from the reference collection. Many reference titles will be interfiled with non-fiction so patrons who browse the collection will find all materials on one subject in one area shelved together. Non-circulating materials are labeled as reference and have a 2x3 inch neon green "In Library Use" sticker on the front cover.

Languages: Material is collected in English, although the collection holds a significant number of foreign language recordings and materials designed to assist patrons in learning other languages. FY2008 marks the addition of many new Spanish titles.

Funding Considerations: Missoula Public Library is funded through county property taxes. In 2000 the library campaigned for and received a 5-year 3.5 mill levy increase. Much of that increase went toward improving the physical plant, but funds were also used to increase personnel, expand the library's open hours, and nearly double the materials budget. In 2006 a permanent levy for \$995,000 was voted on by the citizens and passed. At that point the 3.5 mills from 2000 were replaced with \$995,000 per year mill levy. The FY09 budget includes 11.83 mills. The library does receive donations, some of which are earmarked for special collections such as audio books. The Friends of the Library and Foundation Board also contribute to the materials budget from time to time, particularly if the library receives a bequest. Funding formulas are not tied to cardholders.

American Library Association
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Appendix C
American Library Association
The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available

ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those, which are unorthodox or unpopular with the majority.
Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept, which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their

own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to

determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX D

American Library Association Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

APPENDIX E

Request for (re)consideration of library materials

Please describe the item in question as fully as you are able:

Title: _____ Author(s): _____

Format (book, recording, etc.): _____

Call number or location in library: _____

How was it brought to your attention?

Please state the action you wish taken on this item:

Add it to the Library Shelve it elsewhere Remove from the Library

Other (specify):

Why?

Please explain how such an action would improve the Library's service to the community:

Have you (read, viewed, listened) to the entire work?

If not, then which parts?

Name: _____

Address: _____

Home telephone: _____ Work telephone: _____

Signature: _____ Date: _____

(Optional) I am acting as a spokesperson for the following group or association:

APPENDIX F

Materials Selection Aids

The Library subscribes to and uses the following professional journals and review sources such as:

- Library Journal
- School Library Journal
- Voice of Youth Advocates (VOYA)
- Hornbook
- Booklist
- Publisher's Weekly
- New York Times Book Review
- KLIATT
- Ingram Advance
- Multicultural Review
- Video Librarian
- Romantic Times Book Reviews
- New York Review of Science Fiction
- American Libraries
- ForeWord
- Criticas
- Reference and User Services Quarterly
- New York Review of Books
- Mystery Scene
- Billboard
- Starlog
- Book Links
- Tribal College Journal

Reviews of material added to the collection area are also considered from general interest publications, online resources, and the Internet.

Appendix G

Magazine Subscription Donation Policy & Procedure

- Direct patron to appropriate department –
- Reference – adult magazines and newspapers
- Children’s – juvenile magazines
- Young adult – teenage magazines

Departments will:

- Determine acceptability of magazine based on criteria for inclusion in collection development policy.
- Look for reviews of magazine, if necessary.
- Check EBSCO catalog for availability and price.
- Complete gift subscription form
- Accept payment from giver and give forms and check to administrative assistant (who will pass on gift subscription form to tech services).

Policy

- Gift subscriptions must be for a minimum of two years.
- Subscriptions will only be ordered by the library, not by patrons.
- When a subscription is about to expire, the donor will be contacted by letter for renewal. If patron does not wish to renew, or does not respond within four weeks, departments will decide on continuing the subscription.
- Hand delivered issues will no longer be accepted (except for Architectural Digest).
- The library will decide how long back issues are kept. Back issues will be discarded and not returned to the donor.

MISSOULA PUBLIC LIBRARY
MEETING ROOM AGREEMENT

The library board shall have the authority to deny a meeting if it is deemed inappropriate to the mission of Missoula Public Library by the library director. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use any meeting room. Meetings and exhibits do not necessarily reflect the opinions of the library board or staff.

- A. Library-oriented activities shall have first priority to use the meeting rooms. With the exception of the library, groups may not reserve the meeting rooms any further in advance than three months. Groups may schedule no more than one *evening* meeting a month. No private parties such as wedding showers, birthday parties, etc., will be allowed.
- B. An admission or registration fee may not be charged at any meeting. Sales of goods or services are prohibited, but donations may be accepted to recover meeting materials costs.
- C. Organizations or groups using the rooms are required to set up the chairs and tables needed for their meeting and stored after they are finished. The rooms must be left in as neat and orderly a condition as they are found.
- D. Organizations holding meetings assume responsibility for any damage to the rooms or contents.
- E. Groups must end meetings 15 minutes prior to library closing.
- F. Library meeting rooms are handicapped accessible. It is the responsibility of the group holding meetings to provide ADA compliance for their programs.
- G. PARKING – MEETING ROOM USE DOES NOT INCLUDE FREE UNLIMITED PARKING PRIVILEGES. Anyone parking in the library’s lot in excess of three (3) hours is subject to being ticketed.
- H. Individuals or groups using the meeting rooms must sign this agreement.
- I. Group activities involving more than normal wear and tear will not be permitted.
- J. Equipment, supplies, materials, or other items owned by a community group or used by them in the library are not the responsibility of the Library, nor can they be stored in the library.
- K. Cooking or food preparations are limited to the kitchenette alcove. Serving light refreshments is permitted.

I agree to abide by the Missoula Public Library meeting room policies listed above.

Name	Group Name	Date
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Date of Meeting	Large or Small Meeting Room (Circle one)
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22-1-1101. Short title. This part may be cited as the "Montana Library Records Confidentiality Act".

22-1-1102. Definitions. As used in [22-1-1103](#), the following definitions apply:

(1) "Library" means a library that is established by the state, a county, city, town, school district, or a combination of those units of government, a college or university, or any private library open to the public.

(2) "Library records" means any document, record, or any other method of storing information retained, received, or generated by a library that identifies a person as having requested, used, or borrowed library material or other records identifying the names or other personal identifiers of library users. Library records does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or records that are not retained or retrieved by personal identifier.

22-1-1103. Nondisclosure of library records. (1) No person may release or disclose a library record or portion of a library record to any person except in response to:

(a) a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or

(b) an order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.

(2) A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.

(3) Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

22-1-1104 through 22-1-1110 reserved.

22-1-1111. Penalty. Any person who violates [22-1-1103](#) is guilty of a misdemeanor and is liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or \$100, whichever is greater. Reasonable attorney fees and the costs of bringing the action may be awarded to the prevailing party.

1-1-216. Legal holidays and business days. (1) The following are legal holidays in the state of Montana:

- (a) Each Sunday;
- (b) New Year's Day, January 1;
- (c) Martin Luther King Jr. Day, the third Monday in January;
- (d) Lincoln's and Washington's Birthdays, the third Monday in February;
- (e) Memorial Day, the last Monday in May;
- (f) Independence Day, July 4;
- (g) Labor Day, the first Monday in September;
- (h) Columbus Day, the second Monday in October;
- (i) Veterans' Day, November 11;
- (j) Thanksgiving Day, the fourth Thursday in November; the Friday following Thanksgiving Day
- (k) Christmas Day, December 25;
- (l) State general election day.

(2) If any of the above-enumerated holidays (except Sunday) fall upon a Sunday, the Monday following is a holiday. All other days are business days.

Appendix K

45-8-206. Public display or dissemination of obscene material to

minors. (1) A person having custody, control, or supervision of any commercial establishment or newsstand may not knowingly or purposely:

(a) display obscene material to minors in such a way that minors, as a part of the invited public, will be able to view the material. However, a person is considered not to have displayed obscene material to minors if the material is kept behind devices commonly known as blinder racks so that the lower two-thirds of the material is not exposed to view or other reasonable efforts were made to prevent view of the material by a minor.

(b) sell, furnish, present, distribute, or otherwise disseminate to a minor or allow a minor to view, with or without consideration, any obscene material; or

(c) present to a minor or participate in presenting to a minor, with or without consideration, any performance that is obscene to minors.

(2) A person does not violate this section if:

(a) the person had reasonable cause to believe the minor was 18 years of age. "Reasonable cause" includes but is not limited to being shown a draft card, driver's license, marriage license, birth certificate, educational identification card, governmental identification card, tribal identification card, or other official or apparently official card or document purporting to establish that the person is 18 years of age;

(b) the person is, or is acting as, an employee of a bona fide public school, college, or university or a retail outlet affiliated with and serving the educational purposes of a school, college, or university and the material or performance was disseminated in accordance with policies approved by the governing body of the institution;

(c) the person is an officer, director, trustee, or employee of a public library or museum and the material or performance was acquired by the library or museum and disseminated in accordance with policies approved by the governing body of the library or museum;

(d) an exhibition in a state of nudity is for a bona fide scientific or medical purpose for a bona fide school, library, or museum; or

(e) the person is a retail sales clerk with no financial interest in the material or performance or in the establishment displaying or selling the material or performance.

Appendix L

52-2-703. Definitions. In this part, the following definitions apply:

(1) "Child" means a person under 13 years of age or a person with special needs, as defined by the department, who is under 18 years of age or is 18 years of age and a full-time student expected to complete an educational program by 19 years of age.

(2) "Day care" or "child care" means care for children provided by an adult, other than a parent of the children or other person living with the children as a parent, on a regular or irregular basis, as applicable, for daily periods of less than 24 hours, whether that care is for daytime or nighttime hours.

(3) (a) "Day-care center" means an out-of-home place in which day care is provided to 13 or more children on a regular or irregular basis.

(b) The term does not include a place where day care is provided if a parent of a child for whom day care is provided remains on the premises.

(4) "Day-care facility" means a person, association, or place, incorporated or unincorporated, that provides day care on a regular basis or a place licensed or registered to provide day care on an irregular basis, as provided for in subsection (3)(a), or for children suffering from illness. The term includes a family day-care home, a day-care center, a group day-care home, or a facility providing care in a child's home for the purpose of meeting registration requirements for the receipt of payments as provided in [52-2-713](#). The term does not include:

(a) a person who limits care to children who are related to the person by blood or marriage or under the person's legal guardianship, unless registration or licensure as a day-care facility is required to receive payments as provided in [52-2-713](#); or

(b) any group facility established chiefly for educational purposes that limits its services to children who are 3 years of age or older.

(5) "Department" means the department of public health and human services provided for in [2-15-2201](#).

(6) "Family day-care home" means a private residence in which day care is provided to three to six children on a regular basis.

(7) "Group day-care home" means a private residence or other structure in which day care is provided to 7 to 12 children on a regular basis.

(8) "License" means a written document issued by the department that the license holder has complied with this part and the applicable standards and rules for day-care centers.

(9) "Licensee" means the holder of a license issued by the department in accordance with the provisions of this part.

(10) "Professional training" means training for early childhood or school-age care providers that is recognized as professional development by a national education or certification organization or by a higher education institution.

(11) "Registrant" means the holder of a registration certificate issued by the department in accordance with the provisions of this part.

(12) "Registration" means the process whereby the department maintains a record of all family day-care homes and group day-care homes, prescribes

standards, promulgates rules, and requires the operator of a family day-care home or a group day-care home to certify compliance with the prescribed standards and promulgated rules.

(13) "Registration certificate" means a written instrument issued by the department to publicly document that the certificate holder has, in writing, certified to the department compliance with this part and the applicable standards for family day-care homes and group day-care homes.

(14) "Regular basis" means providing day care to children of separate families for any daily periods of less than 24 hours and within 3 or more consecutive weeks.

(15) (a) "Related by blood or marriage" means the status of a child who is the son, daughter, brother, sister, first cousin, nephew, niece, or grandchild of a person providing child care.

(b) The term includes the status of a child described in subsection (15)(a) in a step or adoptive relationship.

(16) "School age" means a person who is at least 5 years of age and who is younger than 13 years of age or a person with special needs, as defined by the department, who is under 18 years of age or is 18 years of age and a full-time student expected to complete an educational program by 19 years of age.

(17) "School-age care" means an adult-supervised program that is provided for school-age children during nonschool hours.

Appendix M

1.20.010 Designated.

A. Any person violating any of the provisions or failing to comply with any of the mandatory requirements of any ordinance of the city is guilty of a misdemeanor. Except in cases where a different punishment is prescribed by any ordinance of the city, any person convicted of a misdemeanor under the ordinances of the city shall be punished by a fine not to exceed five hundred dollars or by imprisonment not to exceed six months, or by both such fine and imprisonment.

B. Each such person is guilty of a separate offense for each and every day during any portion of which any violation of any provisions of the ordinances of the city is committed, continued or permitted by any such person, and he may be punished accordingly. (Ord. 2037 §14, 1979: prior code §1-14).

Appendix N

9.24.010 Disturbances. (Police Department) A person commits a violation of this chapter if he knowingly commits one of the following acts:

*For statutory provisions granting cities power to prevent and punish conduct calculated to disturb the peace, see MCA §7-32-4302; for provisions on public intoxication, see MCA §53-24-106.

- A. Quarrelling, challenging to fight or fighting;
- B. Making loud or unusual noises;
- C. Using threatening, profane, obscene or abusive language;
- D. Discharging firearms
- E. Rendering vehicular or pedestrian traffic impassable;
- F. Rendering the free ingress or egress to public or private places impassable;
- G. Disturbing or disrupting any lawful assembly or public meeting;
- H. Transmitting a false report or warning of a fire, impending explosion, or other catastrophe in such a place that its occurrence would endanger human life; or
- I. Creating a hazardous or physically offensive condition by act that serves no legitimate purpose.

Appendix O (Union Contract)

Appendix P (Personnel Policies)