



Policy Manual

Bridger Public Library

BRIDGER PUBLIC LIBRARY POLICY MANUAL

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WELCOME TO THE BRIDGER LIBRARY!

Nestled in the heart of the Clarks Fork Valley, the Bridger Public Library proudly serves the town of Bridger, its surrounding communities, and the entire Carbon County. We are more than just a library; we are a hub of connection, learning, and adventure for everyone!

Our Mission

The Bridger Public Library is dedicated to promoting lifelong learning, providing access to a diverse range of information, and enhancing the quality of life for all patrons. We provide a welcoming space where people of all ages can find educational resources, participate in activities, and engage with their community.

Our Vision

As the heart of the Clarks Fork Valley, the Bridger Public Library provides a welcoming and inclusive space where people of all ages can access information, explore ideas, and build meaningful connections. We offer a diverse range of resources, innovative programs, and personalized services that spark curiosity, support lifelong learning, and bridge the digital divide.

Guided by our dedicated staff, we respond to the unique needs of our rural region by enriching lives, promoting educational and personal growth, and strengthening our community. Through strong partnerships and active engagement, we foster a sense of belonging and empower individuals to thrive, cultivating a resilient, connected community ready to meet challenges together.

This manual guides our Library Board, staff, and valued patrons in supporting this vision. It outlines the principles that guide our operations, ensuring consistency, transparency, and a shared understanding across all aspects of our work.

Community Connections

Our beautiful Clarks Fork Valley is alive with farms, ranches, and small businesses. With a population of about 10,473 across Carbon County and 673 in Bridger, our Library serves around 943 local patrons, helping to foster a sense of community and connection.

Your Needs, Our Services

Whether you hail from Bridger, Belfry, Fromberg, or the surrounding rural areas, we are here for you. Visit our website at bridgerpubliclibrary.org to explore all we have to offer, including two other libraries in the county that further support our community's needs. You can also check out our Facebook page at facebook.com/bridgerlibrary or our catalog page at bit.ly/bpl29554

Our collections feature a wide array of popular materials, ensuring you have access to the latest and most relevant information. Our collection includes four mobile hotspots for checkout, allowing you to stay connected wherever you go.

Inside the Library, enjoy complimentary wireless internet access for all cardholders, whether you are indoors or out, enjoying the fresh Montana air. We also provide public computers with printing capabilities, a fax machine, and a copier. And do not forget—lifejackets are available for checkout, too, perfect for your summer adventures!

As part of the Montana Shared Catalog consortium, you can search our extensive catalog from within the Library or online at bit.ly/bpl29554.

We proudly offer special Storytime sessions and a themed summer reading program for all ages. We invite volunteers to join us in making our Library a lively community space. Join our monthly Book Club or participate in our exciting Friends of the Library events, such as the annual Book Sale!

Looking Ahead

The Bridger Public Library's long-range strategic planning ensures its programs, services, and facilities align with community needs. The Library's 5-Year Strategic Plan (2025–2030) outlines primary goals in accessibility, technology, local history, collections, and facility improvement.

With input from staff, patrons, and community stakeholders, the Director and Library Board review this plan annually and update it every five years.

A copy of the current plan is available online at bridgerpubliclibrary.org or upon request at the circulation desk.

PERSONNEL POLICY ALIGNMENT




Bridger Public Library adheres to the Town of Bridger's Employee Handbook for all employment practices, including, but not limited to, hiring, compensation, benefits, conduct, leave, and disciplinary procedures. Additional job descriptions and operational policies adopted by the Library Board outline library-specific expectations and duties.

VOLUNTEER POLICY

What to Expect as a Volunteer



By volunteering with us, you'll help create a welcoming and resourceful space for everyone in our community. Here's how you can make a difference:

Your Role on the Team

-  Ask Questions: Don't hesitate to seek clarification or guidance when needed.
-  Respect Privacy: Protect the confidentiality of patrons, staff, and library information.
-  Stay Communicative: Please let us know if your plans change or if you're unable to attend so that we can adjust accordingly.




Getting Started

We'll set you up for success with a short orientation and training on:

-  Library policies and shelving systems.
-  Customer service tips and tools.





How You'll Help

Your contributions will help our Library thrive! Here are some ways you can get involved:

-  Organizing: Shelf, arrange, and keep materials in tip-top shape.
-  Program Support: Assist with events such as Storytime, crafts, and workshops.
-  Creating a Welcoming Space: Assist with maintaining a clean and inviting library environment.




Bring Your Skills to the Table

We value your unique talents! Here's what makes a great library volunteer:

-  A love for books, learning, and community.
-  Friendliness and strong communication skills.
-  Independence and a knack for problem-solving.
-  Basic computer skills (don't worry, we'll provide training!).



Things to Keep in Mind

Volunteering may involve some light physical tasks:

-  Lifting 20 pounds.
-  Standing, bending, and reaching for periods.
-  Pushing and pulling carts with materials.

Why Volunteer with Us?

Volunteering at the Library offers so many rewards, including:

-  Gaining hands-on experience in a library setting.
-  Building valuable organizational and customer service skills.

- 📖 Making a meaningful impact on literacy and learning in our community.
- 📖 Meeting new people and becoming part of a fantastic team.

Your time and efforts help us create a welcoming, organized, and resourceful Library for everyone. Open and honest communication ensures we can support you while you support the Library.

We couldn't do it without you—thank you for being an essential part of our team!

We aim to make this a rewarding and enjoyable experience for all involved!

GENERAL RULES FOR LIBRARY USAGE

Bridger Public Library is committed to providing a welcoming, safe, and respectful environment for all. These rules help ensure that every patron can enjoy library services without disruption. All library users are expected to follow the guidelines below.

Definitions

Disruptive behavior: Any conduct that interferes with the normal functioning of the Library or the ability of others to use its services safely and comfortably.

Dependent person: A child or individual who requires a caregiver for physical or behavioral support.

Intoxicated: Under the influence of alcohol or drugs to a degree that causes disruptive behavior, safety concerns, or an inability to care for oneself.

General Conduct

Patrons must speak at a normal conversational volume. Loud or disruptive conversations are not permitted.

Users must remain in public areas unless accompanied by Library staff for legitimate Library business.

The Library wishes to provide a safe and welcoming environment for children. Therefore, parents and guardians are responsible for their children's conduct in the Library. While we encourage children to use the Library's resources and participate in programs, their parents or guardians are responsible for their behavior and safety.

Children under the age of ten must be accompanied and directly supervised by a responsible caregiver (at least 14 years old) while in the Library.

Children aged ten and older may use the Library independently, following Library rules and exhibiting appropriate behavior. If a child of any age is disruptive, staff may ask the child to leave or contact a parent or guardian.

If a child is left at the Library at closing time, staff will attempt to contact a parent or guardian. If no one can be reached within 15 minutes, the Library will contact local law enforcement for assistance. Under no circumstances will staff transport children.

Failure to comply with this policy may result in restricted access to the Library.

Prohibited Behaviors

The following actions are not permitted:

1. Harassing, threatening, or disturbing other patrons or staff.
2. Sleeping, except for small children or dependent people.
3. Running, chasing, or playing inside the Library.
4. Tampering with the arrangement of materials or hiding items to prevent access.
5. Damaging or defacing Library materials, furnishings, or property.
6. Smoking, vaping, or using tobacco products inside the Library.
7. Being visibly intoxicated or otherwise incapacitated in a way that poses a safety risk.
8. Having offensive personal hygiene that prevents others from using the Library comfortably.

Staff Authority

Library staff are authorized to interpret and enforce these rules. Patrons are expected to follow all reasonable requests made by staff to maintain order and safety.

Penalties for Violations

First Violation: Verbal warning issued by Library staff.

Second Violation: The patron will be asked to leave the Library for the day.

Third Violation: Suspension from the Library and its services for 30 days.

Fourth Violation: Prohibited from entering or using Library services for one year. Violators may be charged with criminal trespass if they return during the suspension.

If a patron refuses to leave when asked or at closing, the Library will contact the Bridger Police Department.

Serious Offenses

If an incident involves a crime, a threat, or significant damage to persons or property, more severe penalties may be imposed immediately at the Director's discretion.

Appeals Process

A patron may appeal any penalty as follows:

Initial Appeal to the Director

Submit a written appeal within seven (7) days of being notified of the penalty.

The Director will decide within seven (7) business days of receiving the appeal.

The penalty will remain in effect during the review period.

Final Appeal to the Library Board:

If the Director upholds the penalty, the patron may appeal to the Library Board in writing within seven (7) days of the denial notification.

The Library Board will issue a final decision within seven (7) business days of receipt.

The penalty remains in place unless and until it is overturned.

The Library Board's decision is final.

OVERDUE AND ACCOUNT STATUS

Bridger Public Library offers borrowing privileges to all residents of the State of Montana. The standard checkout period is 28 days, with up to two renewals allowed unless another patron has requested an item. The librarian may limit the number of items that can be checked out at one time. New users are limited to two items at their first checkout. Parents or caregivers are responsible for materials borrowed by their children or dependents.

Overdue Items and Replacement Costs

Overdue notices are sent when items are two weeks overdue. Depending on the patron's contact method, notices may be sent by mail, email, or text.

To receive email or text notifications, patrons must opt in by providing consent and up-to-date contact information.

If an item remains overdue for six weeks, it is considered lost, and the borrower will be charged a replacement fee of \$30.00 per item.

An additional \$6.50 handling fee is applied to cover the cost of materials and staff time for re-cataloging.

Items with multiple parts (e.g., DVDs, kits, audiobooks) must be returned in their entirety. Incomplete sets may be treated as lost until all parts are returned.

Suspension of Privileges

The Library suspends borrowing and computer access privileges when users have unpaid charges on their accounts.

Library Card and Account Maintenance

Accounts that are inactive for 3 years and free of charges may be removed from the system.

Returning Items







A 24-hour book drop is located at the front of the building to return materials outside regular operating hours.

CONFIDENTIALITY POLICY

The choice of books, library materials, and informational resources is a private matter. To use Library services fully and effectively, patrons must feel confident that their privacy will be protected. Awareness that others may access information about patrons' materials or the questions they ask may inhibit the use and compromise the Library's mission. This policy aligns with the *American Library Association's Library Bill of Rights* and the *Freedom to Read* statement.

Following Montana Code Annotated § 22-1-1103, library records that identify or could be used to identify a patron are confidential and may not be disclosed except by court order.

Library records include, but are not limited to:

-  A patron's name (or whether an individual is a registered borrower or has been a patron)
-  Address
-  Telephone number
-  Borrowing records and their contents
-  The frequency or nature of a patron's visits to the Library
-  Any other information supplied to the Library or gathered by it that personally identifies an individual.

If a staff member, volunteer, or trustee receives such a court-ordered request, they must immediately refer the matter to the Director. The Director will consult legal counsel and ensure no records are released without proper legal authority.

While the Library protects patron information within its systems, patrons should be aware that third-party vendors (such as MontanaLibrary2Go and other digital platforms) operate under their privacy policies, which may differ from the Library's.

The Library makes every reasonable and responsible effort to limit the collection and retention of personally identifiable information about patrons. Borrowing histories and related data are retained only as long as necessary to ensure accurate transactions and library services.

All Library employees and volunteers are required to uphold this confidentiality policy. The Trustees recognize that maintaining public confidence in the privacy of Library use is essential to fulfilling the Library's role as a trusted resource and gathering place in the community.



ANIMAL POLICY

Animals are prohibited in the library building or staff areas to promote a safe and comfortable environment for all visitors.

In accordance with the Americans with Disabilities Act (ADA), the Bridger Public Library permits service animals in all public and staff areas. A service animal is a dog that has been individually trained to perform tasks for a person with a disability. The task(s) must be related to the individual's disability.

Emotional support, comfort, or therapy animals are not considered service animals under the ADA and are not permitted in the Library.

If it is not apparent that the animal is a service animal, staff may ask only two questions as allowed by law:

-  Is the animal required because of a disability?
-  What work or task has the animal been trained to perform?

Service animals must be housebroken and always remain under control. If a service animal behaves disruptively or aggressively, Library staff may ask the handler to remove the animal.

Patrons must comply with this policy and respond respectfully to staff inquiries. Anyone with questions about this policy or needing accommodation is encouraged to contact the Director.

INTERNET AND COMPUTER USE POLICY

Bridger Public Library provides public access to the Internet and digital resources to support the informational, educational, and recreational needs of our community. All users must adhere to this policy to ensure the responsible and lawful use of Library systems.

Internet access is available to all users equally. Parents or guardians are solely responsible for their minor children's (under 18) internet use and are encouraged to supervise sessions. (Montana Code Annotated § 41-1-101)

Under the Children's Internet Protection Act (CIPA), the Library may use filtering software to block obscene content, child pornography, and material harmful to minors. Filters may be temporarily turned off by staff for lawful and educational purposes, including use by adults or minors under supervision.

The Internet contains content that may be inaccurate, outdated, or offensive. The Library does not censor access or guarantee the accuracy, quality, or legality of online information. Users access all resources at their own risk.

The following behaviors are not allowed on any Library computer, network, or personal device connected to Library Wi-Fi: violating copyright law or privacy rights; accessing or distributing obscene or illegal material; harassing or threatening others; damaging or altering equipment, data, or software; attempting to bypass Library security or filters; introducing viruses or malware; misrepresenting identity or affiliation; reselling Library bandwidth or engaging in unlawful activity. Misuse may result in revoked privileges, legal action, or both.






The Library is not responsible for data loss, damage to personal devices, or harm arising from the use of its systems or services. Users agree to hold harmless the Bridger Public Library, the Town of Bridger, and Carbon County from any claims arising from the use or misuse of this service.

Failure to follow this policy will result in suspension or termination of Library privileges and may lead to legal action under local ordinances or state law.




MOBILE HOTSPOT POLICY

Bridger Public Library provides mobile hotspots to help patrons stay connected. These devices are available to library users over 18 years of age and in good standing, with a limit of one hotspot per household at a time.

Check out and Use





-  *Loan Period:* Hotspots may be checked out for 14 days and cannot be renewed; no exceptions.
-  *Returns:* Patrons must return devices directly to staff.
-  *Hold Requests:* Hotspots may be placed on hold. To ensure fair access, after returning a hotspot, households must wait seven days before being eligible to place a new hold.
-  *Late Returns:* If a hotspot is not returned on time, it will be remotely disabled after 24 hours. In addition to the 7-day wait period, the patron will receive a two-week suspension from placing new holds on another hotspot.
-  *Pickup Window:* Once the patron is notified that a held hotspot is available (in person, by phone, voicemail, or text), they will have 24 hours to pick up. If other arrangements are made, the hotspot will be checked out and held; otherwise, it will be released to the next person on the hold list.

Usage Terms

-  The Internet and Computer Use Policy governs the use of library hotspots.
-  Parents or legal guardians are responsible for any minors using the device.
-  Tampering with the device's settings, configuration, or removing the battery may be considered vandalism and will result in the loss of hotspot borrowing privileges.

Replacement Fees

If a hotspot or any component is lost or damaged, the following charges apply:

-  Entire kit: **\$120**
-  Hotspot device only: **\$90**
-  Charging cable only: **\$15**
-  Carrying case only: **\$15**

Disclaimer

The Library is not responsible for any harm, misuse, or connectivity issues arising from the use of hotspots. Hotspots are considered library materials subject to all standard circulation and behavior policies. Bridger Public Library reserves the right to revoke borrowing privileges at any time.

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Bridger Public Library supports equitable access to emerging technologies, including artificial intelligence (AI), in ways that respect patron privacy, uphold intellectual freedom, and promote responsible use. This policy outlines acceptable use, responsibilities, and limitations for AI tools provided by or accessed within the Library.

General Principles



Access and Equity

AI tools may be made available to support learning, research, creative projects, and digital literacy. Library staff will offer guidance and support as time and capacity allow.



Privacy and Confidentiality

The Library does not store or share patron data input into third-party AI tools. Patrons should be aware that using AI platforms (e.g., ChatGPT, Google Gemini, Microsoft Copilot) may involve transmitting data to external providers whose privacy policies apply.



Ethical Use

AI must not be used in ways that promote misinformation, violate copyright, produce deepfakes or deceptive content, or engage in discriminatory or illegal activity.



Staff Use

Library staff may utilize AI to enhance services (e.g., drafting communications, automating tasks, supporting research), but must not rely solely on AI for decisions or public content. AI-generated material must be reviewed for accuracy, tone, and appropriateness before public use.



Patron Responsibilities

Patrons are responsible for their use of AI tools on Library devices or networks. They must comply with all applicable laws and Library policies, including the Internet Use Policy and Code of Conduct.



Limitations and Disclaimers

AI tools may produce inaccurate, biased, or inappropriate content. The Library is not responsible for the content or consequences of AI use and encourages critical thinking, as well as the use of additional sources, when evaluating AI outputs.







EMERGENCY PREPAREDNESS AND SAFETY POLICY

Bridger Public Library is committed to ensuring the safety of patrons, staff, and volunteers while maintaining essential library services to the extent possible during emergencies. Emergencies may include, but are not limited to, severe weather, natural disasters, health concerns, utility failures, or security threats.

The Director is responsible for assessing risk, modifying operations, and coordinating an appropriate response in consultation with the Library Board and local authorities. The Library follows guidance from the Carbon County Disaster and Emergency Services, public health agencies, and local emergency management officials.

Preparedness and Response Planning

The Library maintains a scalable emergency response framework to ensure service continuity and protect public safety. The Director will evaluate:

-  Building access and safety
-  Availability of essential supplies and utilities
-  Staff capacity and scheduling needs
-  Budget flexibility to support emergency operations.
-  The need to manage non-compliant or unsafe behavior.
-  Communication with the public and local partners

Communication and Public Notice

In the event of an emergency, the Library will notify the public of operational changes as appropriate through its website, social media channels, signage, and local media. Clear, timely updates will ensure that patrons know which services are available and how to access them.






Operational Response Levels

Level One – Normal Operations

The Library is open with standard services. Routine safety measures may be in place (e.g., inclement weather protocols, minor facility repairs, or temporary safety advisories).

Level Two – Modified Services

The Library adjusts services due to emergency-related concerns, which may include:

-  Reduced hours or limited building capacity
-  Temporary suspension of in-person programs or facility use.
-  Enhanced safety procedures (e.g., cleaning, ventilation, access control)
-  Emphasis on core services, including material checkout, returns, and essential technology access.
-  Limited staffing or volunteer activity based on safety needs.

Level Three – Temporary Closure

The library building is closed to the public due to a directive from local or state authorities or as a precaution aligned with other public closures (e.g., schools and town offices). The Library may continue virtual services, curbside pickup, or phone/email assistance when possible. The Director

will inform the Library Board and staff and regularly evaluate the situation to ensure readiness for reopening.

Staff During Emergencies

Staff are expected to work their regular schedules unless otherwise instructed. Standard leave policies apply if the Library remains open and an employee is unable or unwilling to work due to illness or other reasons. If the Library is officially closed and staff are unable to report due to a directive or unsafe conditions, they will be paid for their scheduled hours without using sick or vacation leave.

INCLEMENT WEATHER AND EMERGENCY CLOSURE POLICY

The Bridger Public Library will strive to remain open during its regular business hours. However, the Library may close or delay opening due to hazardous weather, power outages, heating failures, or other emergencies that pose a risk to patrons or staff.

The Director is responsible for determining when to close the Library due to inclement weather or emergencies. A designated staff member may make this decision in the Director's absence.

The Library will announce closures as soon as possible through the following:



The Library's website and social media



Posted signage at the Library entrance.

No overdue fines will accrue for that day when the Library is closed due to weather or emergency conditions.

Staff will be notified via phone or text and will not be required to use leave time if scheduled to work during an emergency closure.

COLLECTION MANAGEMENT POLICY

This policy guides the selection, maintenance, and evaluation of materials at the Bridger Public Library, ensuring a collection that serves the needs of our rural Montana community.

Collection Description

Bridger Public Library maintains a current, relevant, and accessible collection that reflects the needs and interests of our rural community. Materials support all age groups and include easy readers, young adult fiction and nonfiction, adult literature, and reference resources, with a special emphasis on Montana-related content. Limited space and funding require ongoing regular weeding to ensure its continued value and accessibility.

Funding Sources






Library funding comes from county, town, and Montana State Library tax revenues. Additional support is provided by the Friends of the Bridger Library and by private donations, grants, bequests, and memorials.

Selection Procedures

The Director selects materials following Library Board policies. Patron suggestions, staff recommendations, and community feedback are welcome. Materials are selected without regard to the creator's political, religious, or personal beliefs. The overall collection is reviewed at least every three years to ensure it continues to meet the evolving needs and priorities of the community.






Selection Criteria

Key criteria for material selection include

-  community interest and demand
-  accuracy and reliability
-  author's reputation
-  cost, scarcity, or availability of the item
-  timeliness and relevance of content

Subject Areas and Formats Collected

The collection is organized according to the Dewey Decimal system. Formats include

-  Books
-  Audiobooks
-  DVDs
-  Newspapers
-  Digital content curated by the Montana State Library

Materials may be acquired through purchase, donation, or patron request.

Languages




The collection primarily consists of English-language materials. Items in other languages are not actively acquired.

Periodicals

The Library subscribes to one local newspaper. These are retained for three months unless they hold historical or local significance.

Special Collections

The Library does not actively pursue special collections due to space limitations. However, it preserves items related to:

-  Bridger
-  The Clarks Fork Valley
-  Carbon County and the surrounding region, including close neighboring Wyoming communities

Request for Purchase

Patrons may suggest titles for purchase. The Director reviews these requests using standard selection criteria.

Gifts and Donations

The Library welcomes gifts that meet collection standards. Donated items are used or discarded at the Library's discretion. No appraisals are provided; donors must determine the value of their contributions themselves. Monetary donations are used following the donor's intent and the Library's priorities. Acknowledgment of donations may be provided upon request.

Interlibrary Loan (ILL)





To supplement its collection, the Library offers interlibrary loan services, especially for nonfiction and reference items. Patron requests help in both ILL and future acquisitions.

Multiple Copies

The Library avoids purchasing duplicate copies. However, additional copies may be retained for popular titles, materials of local historical significance, or items that are difficult or costly to replace.

Maintenance and Weeding Collection


Regular maintenance keeps the collection relevant and in good condition. Items may be repaired, replaced, or removed based on:

-  Physical condition
-  Circulation
-  Accuracy
-  Relevance to current goals

Weeding follows professional guidelines, considering duplication, outdated content, condition, and usage.




Surplus Materials

Items no longer needed may be declared surplus:

-  *Valued under \$1,000:* May be declared surplus by the Director

 *Valued at \$1,000 or more:* Requires Library Board approval

Usable surplus items may be:

-  Offered to Friends of the Bridger Library for resale
-  Donated to local organizations
-  Disposed of after one sales cycle if unsold

Complaints and Censorship

Bridger Public Library upholds individuals' right to access a broad range of viewpoints and supports the American Library Association's Library Bill of Rights and Freedom to Read statement.

If a material's suitability is questioned:

1. The Director will provide the complainant with the Library Policy Manual and a "Citizen's Request for Reconsideration of a Book" form.
2. Patrons must submit concerns in writing using the provided form.
3. The Library Board will review the submitted material and form. A meeting may be scheduled to discuss the reconsideration.
4. The complainant will be notified in writing of the Library Board's decision within 60 days, including any action taken or rationale for retaining the item.

PROGRAMMING POLICY

Bridger Public Library offers a range of programs and events designed to meet the community's educational, informational, cultural, and recreational needs. Programs are developed to reflect community interests, promote literacy and lifelong learning, and foster community engagement.

Programs may be presented by Library staff, volunteers, or outside presenters. The selection of program topics, speakers, and resource materials is based on community relevance, space availability, budget, and alignment with the Library's mission and values. The Director is responsible for approving and scheduling all Library programs.

All programs are open to the public and free unless otherwise noted. Some programs may be age-specific or require registration due to limited space or supplies.

The Library supports individuals' right to participate in diverse and inclusive programming. Patrons should submit concerns about specific programs in writing to the Director, who may consult with the Library Board if needed.

PUBLIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

Bridger Public Library uses social media and other public communications tools to engage with the community, promote programs and services, and share relevant information. This policy applies to all official Library-sponsored communications, including social media accounts (such as Facebook or Instagram), press releases, public statements, promotional materials, and photography used for outreach purposes. Only the Director or designated staff members are authorized to create, post, or manage content on behalf of the Library.

While the Library values open dialogue and recognizes the importance of diverse opinions, the Director or authorized staff will review all public comments, posts, and messages on Library-managed platforms for content and relevancy. Participation on the Library's social media pages implies agreement with all Library policies, including this policy specifically.

The Library uses public communication channels to announce programs, share news about special events, holiday hours, exhibits, and new materials, update users about services and resources, promote new offerings, and serve as a public relations and marketing tool. All communications reflect the Library's mission, values, and commitment to fostering a respectful and inclusive community engagement.

The following types of content are not permitted and may be removed without notice: obscene, racist, or otherwise offensive content; personal attacks, insults, or threatening language; potentially libelous statements; private or personal information posted without consent; comments unrelated to the content or discussion; hyperlinks to unrelated material; commercial promotions or spam; and content that violates copyright, trademark, or other intellectual property rights. Users who repeatedly violate this policy may be blocked from further interaction with the Library's social media accounts.

The views expressed by members of the public on the Library's social media platforms do not reflect those of the Library, its Board, or its staff. The Library is not responsible for the content of external websites linked to its accounts. Comments or interactions on the Library's social media pages may be considered public records under Montana law and are subject to disclosure. The Library does not archive or retain public comments indefinitely and reserves the right to remove content at any time, following this policy.

The Director or an authorized designee shall oversee all official communication with the press or media on behalf of the Library. Staff and trustees should refer all media inquiries to the Director to ensure consistent and accurate messaging.

The Library may use photographs or videos taken at public programs and events for promotional purposes. No identifying information will be used without permission. Patrons who do not wish to be photographed should inform staff.

In the event of an emergency, crisis, or significant service disruption, the Director will direct all public communication in consultation with local officials and, as applicable, the Library Board.

All Library communications shall reflect professionalism, respect, and the values of the Bridger Public Library as a welcoming, community-centered institution.

BULLETIN BOARD AND COMMUNITY DISPLAY POLICY

Bridger Public Library offers a public bulletin board and designated areas for community announcements, informational displays, and local business cards. These spaces are intended for messages that promote local educational, cultural, recreational, civic, or informational opportunities.

All materials—including flyers, posters, and business cards—must be submitted to the Library staff for approval before being posted or displayed. Items will be reviewed based on available space, community relevance, and overall appropriateness.

The Library does not permit the posting or display of:

- Partisan political materials
- Religious proselytizing
- Content that is offensive, obscene, or inflammatory

Approved items may be displayed for up to 30 days or until the event date has passed, whichever comes first. Business cards may remain on display for an extended period, subject to space availability. The Library reserves the right to remove any materials at any time.

Display of materials does not imply endorsement by the Library.

Library Policy and Procedures

The policies contained in this manual are adopted, implemented, and enforced in accordance with the governance authority vested in the Board of Trustees under Title 22, Montana Code Annotated, and related statutes, regulations, and court decisions.

Adoption and Amendment of Policies

Proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Members of the public and Library employees shall be allowed to comment on the proposed policy or revision in accordance with applicable laws and processes. All new or amended policies shall become effective on adoption by a majority vote of the quorum of the Board at a duly constituted meeting, unless a specific effective date is stated in the motion for adoption. Policies, as adopted or amended, shall be made as part of the minutes of the meeting at which action was taken and shall be included in the Library's policy manual. Library policies shall be reviewed regularly in compliance with applicable regulations.

Policy Manuals

The Director shall develop and maintain a current policy manual that includes all policies of the Library. Every patron, citizen, and employee shall have ready access to Library policies in a suitable format.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, including the proposal to suspend the policy and an explanation of the purpose of the proposed suspension.

Implementation Procedures

The Director shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

POLICY IMPLEMENTATION, EVALUATION, AND REVISION



This policy manual becomes effective upon approval by the Library Board on the date signed.



Each section of this manual shall be reviewed every three years or sooner if required by changes in law or local needs.



The revised policy will contain the revision date.

Revision Schedule

Original Document	March 25, 1987
Revision #1	September 1, 1992 (With pen corrections)
Revision #2	August 30, 1993
Revision #3	November 1, 1994

Revision #4	February 7, 1995
Revision #5	January 23, 2001
Revision #6	April 12, 2006
Revision #7	December 2, 2008
Revision #8	November 8, 2011
Revision #9	January 12, 2015
Revision #10	November 2018
Revision #11	November 2020
Revision # 12	November 2022

The dates on this form indicate when the Bridger Library Board approved the policy revisions, and the policy and its modifications take effect on that date.

REVISION #13

November 17, 2025




The signatures below will make this document effective on the dates signed.

Library Board Chair _____ Date_____









Director_____ Date_____

APPENDIX A: PATRON REGISTRATION FORM

By applying for a library card, you agree to:

-  Return materials on time
-  Follow all library policies
-  Accept responsibility for lost or damaged items

Borrowing Policy

-  New patrons: Limited to two items on initial checkout
-  General materials: 28-day loan, with up to two renewals unless on hold
-  Hotspots: 14-day loan, no renewals
-  Item limits may be set at the librarian's discretion
-  Overdue notices are sent after 14 days; items overdue 30+ days are considered lost
-  Standard replacement cost: \$36.50 per item
-  Items with multiple parts must be returned complete
-  Inactive accounts with no outstanding charges may be removed after 3 years

Full Name _____ Date _____

Mailing Address _____ City _____ Zip _____

Physical Address _____ City _____ Zip _____

Phone _____ Date of Birth _____

Preferred Contact Method

☐ Phone ☐ Text ☐ Email: _____

Do you live within the Bridger city limits? ☐ Yes ☐ No

Retain checkout history? ☐ Yes ☐ No

Signature _____ Date _____

If you are under 18, you must have a parent or guardian's signature.

Renewal Date _____ Renewal Date _____ Renewal Date _____ Renewal Date _____

Initials _____ Initials _____ Initials _____ Initials _____

APPENDIX B: DONATION AND LOAN FORM

BRIDGER PUBLIC LIBRARY

119 W. Broadway Avenue PO Box 428

Bridger, MT 59014

Phone: (406) 662-3598

info@bridgerpubliclibrary.org

Date: _____

Item Description: _____


Estimated Value: _____


Please indicate whether this item is being:


☐ Loaned to the Library

☐ Donated to the Library

If this is a loan, please indicate how long the item will remain in the care of the Library:

 The Bridger Public Library does not assume responsibility for loss, theft, or damage to any loaned or donated materials.

 All donated items become the property of the Library and may be added to the collection, sold, distributed, repurposed, or discarded at the Library's discretion. Donations are not returnable.

 Unless otherwise specified on this form, all materials will be treated as donations.

Donor/Loaner Information

Printed Name: _____

Mailing Address: _____

Signature of Donor/Loaner: _____

Signature of Library Staff: _____

APPENDIX C: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS OR PROGRAMS

This form will be submitted to the Library Director and Board of Trustees for review. You will be notified of the Board's decision.

Name: _____ **Date:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____ **Phone:** _____
Email: _____
Submitting as: ☐ Individual ☐ Organization: _____

Material or Program in Question

Type (check one):

☐ Book ☐ Magazine ☐ Newspaper ☐ Audio ☐ Video/DVD ☐ Library Program
☐ Online/Website: _____ ☐ Other: _____

Title: _____

Author/Producer: _____

Date Reviewed: _____ **Have you reviewed the entire item?** ☐ Yes ☐ No

What brought this to your attention? _____

Please describe your concern(s):(Use the back of the form if more space is needed.)

What action are you requesting?

☐ Remove item ☐ Restrict access by age ☐ Relocate in collection ☐ Other: _____

Suggested alternative(s) for broader viewpoint:

Signature: _____ **Date:** _____

Library Use Only

Date Received: _____ Reviewed by Director: ☐ Yes ☐ No Board Review Date: _____

Final decision: _____

Patron Notified on: _____ By: _____

APPENDIX D: BYLAWS OF THE BRIDGER LIBRARY BOARD

Article 1 - Trustees

The Board shall consist of five (5) trustees appointed by the mayor with city council approval. Terms begin on July 1 and last five (5) years, with a maximum of two consecutive terms. Trustees who miss three (3) consecutive meetings without a valid reason may have their position declared vacant by the Chair, with

Board consultation. Vacancies are filled in the same manner as original appointments.

Article 2 - Meetings

The Board shall meet bi-monthly starting in July. Special meetings may be called by the Chair, Secretary, or by written request of three (3) trustees. Forty-eight hours' notice is required for meetings. A quorum of three (3) trustees is needed for decisions, and all decisions are made by majority vote. Trustees may attend meetings via electronic means.

Article 3 - Policies

The Board shall establish library policies based on recommendations from the Director.

Article 4 – Officers

The Board shall elect a Chair, Vice-Chairman, and a non-voting Secretary annually at the July meeting. Officers may serve consecutive terms. The Director shall serve as Secretary, maintaining records and minutes, setting meeting agendas, and posting required notices.

The Chair presides over meetings, performs tasks assigned by the Library Board, and signs documents authorized by the Board. The Vice-Chairman acts in the Chairman's absence or inability to serve and performs tasks assigned by the Chair. The Secretary sets agendas, keeps minutes, and maintains Library Board records.

The Board may remove any officer by act or fill a vacancy in any elected office for the unexpired portion of the term.

Article 5 - Director

The Board shall appoint the Director and determine their compensation. The Director is responsible for implementing library policies, overseeing operations, and reporting to the Board. In consultation with the Board, the Director shall prepare the annual budget, which the Board approves. The Director also provides recommendations to promote the Library's efficiency.

Article 6 - Amendments

Bylaws may be amended or repealed at any duly noticed meeting.

Article 7 – South Central Federation of Libraries' Representative

One trustee shall be elected annually in July to serve on the South-Central Federation of Libraries' Advisory Library Board. The elected trustee must attend all meetings of the Federation Advisory Library Board. The Board shall designate a proxy if the representative cannot attend a meeting. The representative shall report on Federation Advisory Library Board meetings at the next library board meeting.

Article 8 – Carbon County Library Board Representative

One trustee shall be elected annually in July to represent the Bridger Public Library at the Carbon County Library Board meetings. The elected trustee must attend all meetings of the Carbon County Library Board. The Board shall designate a proxy if the representative cannot attend a meeting. The representative shall report on Carbon County Library Board meetings at the next meeting.

The trustees have executed these bylaws at a meeting of the Library Board held on the _____ day of _____, 2024.

Chair _____

Vice Chair _____

Trustee _____

Trustee _____

Trustee _____