

POLICY MANUAL

OF THE

PRESTON HOT SPRINGS TOWN-COUNTY LIBRARY

P.O. BOX 850

HOT SPRINGS, MT 59845

Revised September 16, 2026

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Organizational Structure

Preston Hot Springs Town/County Library is located at 203 East Main Street, Hot Springs, Mt 59845.

Operating Hours

Sunday – Closed

Monday - Closed

Tuesday – 11am-5pm

Wednesday – 11am-5pm

Thursday – Noon-5pm

Friday – Noon-5pm

Saturday – Noon-4pm

Hours vary on and around holidays.

Library By Laws can be found at: prestonhotspringslibrary.org

Mission Statement

Preston Hot Springs Town/County Library

General Mission Statement

Adopted November 13, 2019

Revised September 16, 2026

Preston Hot Springs Town/County Library's mission is to provide a materials collection and technology which meets the needs of our diverse community. We are dedicated to meeting the educational and informational needs of all our patrons. It is our mission to be a place for all.

Management Policies

Public libraries are considered a "limited public forum," as such the library board has the legal authority to create rules of conduct concerning the use of library property.

1. We are dedicated to the confidentiality of library records and the patron's right to privacy as provided by Article II, Section 10 of the 1972 Constitution of Montana, the Montana Library Records Confidentiality Act Sections 22-1-110 through 22-1-111 MCA and ALA code of ethics Article III. "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

2. "Copyright law protects the expression of an idea. It does not protect the underlying idea. Copyright law applies to creative works such as movies, books, paintings, sculptures, photographs, musical compositions, sound recordings, and jewelry designs. Software programs are also protected by copyright law." Article 17 of the United States Code spells out copyright law the library will abide by copyright law but assumes no responsibility for patron's use of copyrighted materials.
3. Image, Voice, Intellectual Property: The library reserves the right to photograph, record, or livestream any of our programs or events, on or off of library property. Be advised that the photos and recordings are for promotional purposes and may be used at a later date to promote the library. Anyone wishing to not be photographed or recorded needs to notify staff in advance of their picture being taken. No names will be published without written consent. The public is not allowed to video on library property without permission from the library director, with the exception of library board meetings. Patrons may record or video the library board conducting the meeting but not the public watching the meeting. Patrons have a legal right to privacy on library property, including the right to not be harassed by unauthorized visual recording of their person, what they are reading, what they are searching on a computer, or who they are talking to. No pictures or video of minors may be taken without the consent of a parent.
4. ADA services policy: The library will follow ADA requirements as they apply. The ADA facilities check list will be adhered to. Services will be to the best of our ability. One on one services are not available at our location without an appointment. Staff is not qualified to fill out any forms requiring a social security number. Staff may not write or fill out legal forms. Staff may not write, fill out, or view medical information. Staff may do a search for information on a first come first serve or call-in basis. The patron may request a printed copy of materials, which the patron will pay for at the current printing price rate at the library. Staff may not read out loud to vision impaired persons, as the act would violate the patron's right to privacy. Staff may not offer uninterrupted time to any one patron. Staff may not offer personal care, including but not limited to helping a patron in or out of a wheel chair or chair, helping a patron onto or off of the toilet. Library staff may not take responsibility for anyone with a disability of any kind, which includes watching over a patron while the patron's caregiver leaves the building or property.

Patron Services

Montana Code 22-1-311: "Use of Library – Privileges"

"Every library established under provision of this part shall be free to the use of the inhabitants of the city or the county supporting such library. The board may exclude from the use of the library any and all persons who shall willfully violate the rules of the library. The board may extend the privileges and use of the library to persons living outside of the city or county upon such terms and conditions as it may prescribe by its regulations."

Rules of Conduct for the Preston Hot Springs Town/County Library

1. Patrons shall check all materials taken from the library, out and in at the front desk.
2. Patrons shall converse in a normal speaking voice, the exception being those hearing impaired.
3. Patrons wishing to use computers shall sign onto a computer. They will be given 60 minutes. They may ask the desk librarian for an extension of time. The desk librarian will decide whether an extension will be allowed.
4. Patrons shall not engage in chasing, running, or horseplay in the library.
5. No theft, damage or destruction of library materials or facilities.
6. No smoking or using tobacco products in the library. Includes cigarettes, e-cigarettes, vape products, cigars, pipes and marijuana. No spitting of chewing tobacco.
7. No intoxication or incapacitation from drugs or alcohol or using or selling drugs or alcohol on library premises. No open containers of alcohol or drug paraphernalia, on library property during open hours.
8. No taunting, stalking, following, challenging, staring at, videoing, recording, or provoking another individual on library property.
9. No abusive, threatening, harassing (verbal, physical, or sexual), or menacing language or gestures on library property.
10. No viewing of obscene, pornographic, or otherwise offensive materials on library devices or personal devices inside the library.

Persons who violate 1 or more of these library rules may be asked to leave and/or be kicked out of the library for a period of time.

Criminal behaviors will be turned over to the police and an incident report will be generated.

Library Staff Will Use the Following General Protocol in Enforcing the library rules of conduct.

1. The library user will be asked to stop the prohibited behavior and warned that further prohibited behavior will result in eviction from the library premises.
2. If the library user does not comply, staff will ask the individual to leave the library premises.
3. If the library user does not leave voluntarily, the local authorities will be called.

This protocol will be followed in most instances. However, if at any time library staff feels threatened or concerned for their safety or the safety of library users, the Library Board of Trustees has instructed them to forego the protocol and call the local police immediately.

In the case of repeated or excessive behavior, a patron may be banned from the library for a specific amount of time. This decision will be made by the Library Director. A library user not in agreement with a library staff decision to ban them from the library may attend a board meeting to appeal said decision. The Library Board of Trustees decision in such matters will be considered final.

An incident report will be completed each time library staff has to implement number 2 of the "General Protocol," or the staff member feels that the incident needs documentation. An incident report is not required in the management of the children, unless staff feels that the director's intervention is needed.

EMPLOYEE CONDUCT POLICY

General Rules of Conduct

All employees shall conduct themselves in a professional manner that exemplifies the mission of the organization. Failure to adhere to the standards described herein may be grounds for immediate disciplinary action.

Public Statements

No employee should profess to speak in public meetings for or on behalf of the library or on any matter concerning the organization without the express prior approval of the library director or the chair of the board of trustees. Employees so designated shall exercise proper restraints, prudence, and accuracy in public statements, and display respect for the opinions of others.

Dress Standards

Employees of the library are expected to dress in clean clothing.

VOLUNTEER GUIDELINES

How We Use Volunteers

We use volunteers 2 ways at the library

1. We use volunteers for assistance in collection maintenance and organization and cleaning and general maintenance of the building and grounds. Usually 1 or 2 dedicated persons who come in weekly. These volunteers must be approved by the director, and log their hours with the librarian at the desk.

2. We use volunteers to help set up and tear down for fundraising events. Anyone may volunteer. We expect the volunteers to be respectful of each other and that they will work together. Volunteers in this capacity do not have to be approved by the director but are often chosen by the director. Volunteers in this capacity do not have to log their time.

What We Need From You

1. Volunteers who will be working at the library must be approved by the director, and be willing to work with the director and staff.

2. Volunteers must adhere to library patrons right to privacy.

3. Wear clean and appropriate clothing.

4. Report any injury immediately if incurred in or on library property.

The board of trustees and the library staff recognize the services provided by volunteers as very important in supplementing library staff.

COPY MACHINE USE POLICY

We provide a copy machine (black and white only) for patron use. Copies have a set rate per page. All copies must be paid for at the front desk before leaving the library.

INTER-LIBRARY LOANS

We provide Inter-Library Loan (ILL) services to patrons wishing to borrow books or other media from other libraries in the United States of America. Patrons will be charged a fee per book or other media for ILL services, unless the library has a grant in place to cover the cost of postage.

COMPUTER USE POLICY

The Preston Hot Springs Town-County Library offers access to technology with public computer stations available to all patrons including visitors. The Preston Hot Springs Town-County Library offers free access to the Internet in keeping with our mission to provide free access to information.

Patron's wishing to use public computer stations may sign onto an available patron computer. Computers can be used for a 60-minute time period and are available on a first-come, first-served basis.

Think Safety and Security

Use caution when sharing your private information on public computers, including social security numbers, credit card numbers, etc.. Staff may not help with anything involving these vital numbers.

Preston Hot Springs Town/County Library, in order to comply with CIPA (Children's Internet Protection Act) uses filtering software to limit access to pornography on the public computers.

Parents and guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's internet sessions. The library's position is that the filtering system should not be considered a substitute for parental supervision.

Staff will show patrons how to operate the computer within reason but are not available un-interrupted to teach patrons how to use the computer. Staff will gladly direct a patron's search or do a search for the patron, from the circulation desk but the patron must not monopolize the staff member's time.

Unacceptable Patron Computer Use

1. Violating local, state or federal laws.
2. Keep in mind that some intellectual properties are copyright-managed, which means permission is needed.
3. No using Patron computers for illegal business transactions, or hacking activities, such as security breaches, creating worms, viruses, phishing, downloading illegal programs, or changing any of the settings on the Patron computers.
4. Displaying pornography, erotica, sexually explicit materials, etc..
5. Unauthorized disclosure use or distribution of personal identification.
6. Unauthorized access to the library's network or computer systems.

By Logging on to a Patron Computer, Patrons Agree to the Following

1. Computer use is on a first come, first serve basis. Patrons are limited to 60 minutes of usage. Extensions of time are at the discretion of library staff.
2. Patrons are required to be considerate of others. Patrons may not harass, libel or slander others.
3. All patron computers print. Black and white and color prints have a set rate per page. Remember to do your print previews. Staff cannot preview prints. All pages must be paid for, even if you printed something you didn't want.
4. Patrons may save user data to personal media, anything saved to the hard drive on the computer will be deleted.
5. Violations of this Internet Policy will result in restricted access. Length of restricted access will be determined by the Library Director.
6. By logging on, you agree to comply with all rules and regulations in this Public Computing and Internet Safety Policy.
7. The Preston Hot Springs Library is not responsible for damage to a patron's media, personal computer, loss of data, damage or liability that may occur from patron use of computer services.

8. The Internet is a dynamic resource containing a vast amount of information and a small percentage of potentially offensive sites. The Preston Hot Springs Town-County Library reserves the right to ask individuals to discontinue the display of information and/or images, that may cause offense to other patrons and/or staff.

9. The Preston Hot Springs Town-County Library assumes no control over the content of searches on the Internet and the results of those searches.

10. There is sexually explicit material and other information resources available on the Internet, which may be considered controversial or inappropriate. The Preston Hot Springs Town-County Library prohibits the use of its public computers to access sexually explicit material, in specific, and obscene or offensive content in general. Activities that violate library policy regarding library-owned computers is also prohibited on user-owned equipment that is connected to the wireless network if it is being used inside the building.

11. Staff may not assist in preparation of legal, medical or tax documents. Staff may not fill out forms for patrons.

INTERNET SAFETY PLAN

The Preston Hot Springs Town-County Library has instituted the following Internet Safety Policy in compliance with CIPA (Children's Internet Protection Act.)

Access to Inappropriate Material

To the extent practical, technology protection measures will be used to block or filter Internet, or other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, blocking will be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Loss of Privileges

Patrons not adhering to the expectations stated in this policy will lose computer use privileges. Staff may or may not choose to issue a reminder in the form of a warning. Loss of computer use privileges will be enforced as follows.

1st violation: loss of privileges for a period of 2 weeks. Staff documented.

2nd violation: loss of privileges for a period of 6 months. Staff documented.

3rd violation: loss of privileges for an indeterminate time with the requirement that the patron request reinstatement of privileges from the Library Board of Trustees. Staff documented.

Patrons viewing pornography on any computer or user-owned equipment that is connected to the wireless network in the building will lose privileges immediately and will be reported to the police if children are present in the building.

Patrons who have lost computer use privileges may appeal this decision. The first step in the appeal process is to speak to the library director offering an explanation as to why computer privileges should not be lost. If no resolution is reached, a written appeal may be submitted to the director for presentation to the Library Board of Trustees.

COLLECTION MANAGEMENT POLICY

Mission Statement

The Collections Policy mission statement of the Preston Town County Library is to develop a materials collection which meets the diverse needs of citizens of all ages, ethnic groups, minorities, and occupations within its service area.

Purpose of Policy

The purpose of the Collection Management Policy is to direct library staff in selection and maintenance of materials, to explain library policy concerning collections to the public, and provide an organized program of service to the community.

Community and User Group

Preston Hot Springs Town-County Library serves the Town of Hot Springs and the surrounding rural area. It is located within the Town of Hot Springs on the Flathead Indian Reservation. The boundaries of the service area are that of School District 14J. This encompasses 400 square miles. It also serves a number of visitors to the area annually.

The Hot Springs public schools border the library property to the east. We have kid traffic after school and all summer long.

Our users range from 1 to 100 years old. We have fiction readers that follow certain authors and a dedicated group of non-fiction readers. Our non-fiction section covers a wide range of topics.

Collection Description

The library has 16,335 titles. The collection is comprised of fiction, non-fiction, Dvd, Audio, and Realia. Most fiction titles are less than 10 years old with the exception of classics and certain author collections. Non-fiction titles span 40 years with the exception of classics, art, and poetry.

Print Media Cataloging Areas

-The Fiction collection: It is spine-labeled and organized alphabetically by author's last name, and has been broken out into general fiction, classics, fantasy, horror, large print, science fiction, and western fiction.

-The Non-Fiction collection: It is spine-labeled and organized by the Dewey Decimal System.

-The E Fiction (picture book) collection: Books are labeled by author's last name. Books are displayed on shelves according to grade level, 1-4. E Fiction also contains special collections such as board books.

-The Juvenile collection: It is spine-labeled. Fiction is organized alphabetically by author's last name. Non-Fiction is organized using the Dewey Decimal System.

-The Young Adult collection: It is spine-labeled. Fiction is organized alphabetically by author's last name. Non-fiction is organized using the Dewey Decimal System.

-The Biographies collection: It is spine-labeled and organized by author's last name.

-The Montana collection: It is spine-labeled and is organized into the following categories:

- Montana Non-Fiction.
- Montana Fiction, stories set in Montana.
- Montana Authors, titles are written by Montana authors.
- Montana Biography
- Montana Library Use Only, hard to replace titles.

-The First Peoples collection: It is spine-labeled and is organized into the following categories:

- **First Peoples Non-Fiction**
- **First Peoples Fiction**
- **First Peoples Biography**
- **First Peoples Library Use Only**

-Donated Paperback collection is comprised of popular fiction and the largest part of it is organized by author's last name with westerns, romance, and Science Fiction/Fantasy shelved separately. The paperback collection is operated as a book exchange.

-The DVD collection is donated. It is cataloged and bar-coded. Media is organized by genre: action, classics, family, comedy, drama, horror/thriller, series and documentary.

-The Audio Book collection is donated. It is cataloged, bar-coded, and shelved alphabetical by author's last name. Includes Portuguese, Norwegian, and Swedish foreign languages.

-Realia objects collection includes a seed catalogue, 2 telescopes, puzzles and games.

Formats

No specific format will be excluded from the collection. The collection does not include microfilm materials. Trade size books are a part of our collection, as they are less expensive and if covered will last for the length of the interest period. Hardcover books are preferred if affordable. The collection also consists of DVD, audio books, puzzles, games, 2 telescopes and 13 Playaway titles.

Our collection is increased through a small budget allowance, plus grants, gifts and donated funds. We receive a large number of donated books.

Multiple Copies

The collection will be primarily limited to one copy of a title, if multiple copies are kept, it will be at the discretion of the director.

Languages

If gifts of language items are received and there is a need, they will be shelved and maintained.

Funding Considerations

Our resources include county tax revenues, state aid, grants, federation money and donations of books, money and labor. If additional money becomes available, it will be handled in the way specified for budgeted funds under the Responsibilities and Selection Procedures section. We will continue to raise money for the book budget.

Responsibilities and Selection Procedures

Selection of materials will be the responsibility of the library director, with the assistance of staff members and the approval of the board through its role of setting policy.

The library shall develop, maintain and continually update its collection. The library shall provide resources of a cultural, recreational and educational nature. The presence of materials in the library does not indicate endorsement of its contents by the library or its staff.

Gifts and Donations Policy

Many valuable books and materials are received by the library as gifts. Gifts and donations are gratefully accepted and a receipt given if requested, with no appraisal value stated. Materials are accepted, with the understanding that the library director, with approval of the Library Board, through its role of setting policy, are free to decide upon their use and disposal. Items selected for inclusion in the library collection will be treated the same as any material purchased by the library. Book plates will be placed into donated items at the donor's request. Magazines and pamphlets in quantity are not accepted unless approved by the director.

Collection Maintenance

All titles are reviewed yearly. Considerations used in the weeding process include:

- Physical condition
- Format
- Content
- Appropriateness for the specific collection
- Rate of circulation

Fiction titles that haven't been checked out for 5 years, are older than 10 years and do not belong to an active author collection are removed from the collection. Non-fiction titles that haven't been checked out for 10 years are older than 20 years and do not belong to an active author collection are removed from the collection. Classics, westerns,

First Peoples, Montana or active author collections will be retained beyond the designated years.

Patron Comment or Reconsideration Procedure

A patron may check out the book or bring it to the counter and ask that the book be retained. Staff will stamp the book with the date due stamp and the book will be returned to the shelf.

Disposal of Library Items

Titles to be disposed of are first offered for sale. Magazines will be offered for free in the foyer. All books not picked up by interested patrons will be given to other sources.

Complaints and Censorship

The Board adopts and declares that it will adhere to and support the American Library Association's Bill of Rights and their Freedom to Read statement.

Subject Areas Collected

Fiction includes; general fiction, picture books, juvenile fiction, young adult fiction, fantasy fiction, horror fiction, science fiction, western fiction, classic, audio, and large print fiction.

Non-Fiction is represented in the Dewey Decimal subject format:

000 General works, computer use, strange but true stories.

100 Philosophy, psychology, and ethics.

200 Religion.

300 Sociology includes politics, economics, self-help, crime and punishment.

400 Language includes Italian, French, Latin, Greek, Japanese, Chinese, American Sign Language, Spanish, and English.

500 Pure science includes math, space, geology, wildlife including insects, birds, and anthropology.

600 Useful arts include applied science, technology, cooking, medicine, agriculture, animals, accounting.

700 Fine arts include music, painting, crafts and sports.

800 Literature includes poetry, joke books and short stories.

900 History and travel.

Biography

First Peoples and Montana sections include both fiction and non-fiction.

PRESTON HOT SPRINGS TOWN/COUNTY LIBRARY

LIBRARY USE AGREEMENT FORM

The library is here for the community to use for meetings, as long as there is no fee for individuals to attend the meeting.

Library sponsored classes or activities shall have the first priority in the library use scheduling. The fact that a group is scheduled to meet in the library does not constitute an endorsement by the library of the group's policies or beliefs.

Preston Hot Springs Town/County Library does not assume any responsibility for property placed in the library in connection with a meeting. Damage to any property at the library resulting from conduct of any person attending the meeting will be paid for by the person or organization meeting in the library. This agreement must be signed prior to the event.

Meetings taking place outside of scheduled open hours will be subject to a fee of \$20.00 per hour, to cover the cost of library staffing, unless waived by the director or library board of trustees. The library may not be used without a staff member on the premises. You are responsible for putting furniture back and the clean up of all debris.

Should the use of the library involve the presence of children under the age of 13, the user must provide appropriate help to chaperone the children, and the Library Board of Trustees or Director must approve the use before it can be scheduled.

Dates and time library is required: _____

Purpose of use: _____

Signature of individual representing the meeting and responsible party:

Authorized library representative

Preston Hot Springs Town County Library

P.O. Box 850

Hot Springs, MT 59845

406-741-3491

Incident report

Incident Date:

Incident Time:

Name of reporting party (printed):

Phone Number:

Address:

Names of others present who witnessed the incident.

Describe the incident. This can be written or typed on a separate sheet of paper as long as it is signed and dated at the bottom by the reporting party. Please address the following questions.

- Who was involved in the incident and in what way?
- Where did the incident happen?
- What time did the incident happen?
- What did you do during the incident?
- Have there been incidents involving the same people?
- Were you afraid?
- Did other people appear upset or afraid or did they express that they were upset or afraid?
- What were their reactions?
- Are you concerned or afraid of the person/people involved in the incident or that their continued presence in the library will result in further incidents?

Employee

Signature: _____ **Date:** _____

Director

Signature: _____ **Date:** _____

Patron Library Card Request Form

Date: _____

Last Name: _____

First Name: _____

Mailing Address: _____

Physical Address: _____

City: _____ State: _____

Phone Number: _____

Email Address: _____

Birthdate: _____

Parent/Legal Guardian permissions _____

Valid State ID/Drivers License/Tribal ID # : _____

Piece of mail with current mailing address: _____

Parent/Legal Guardian permissions include the check out of dvd's and materials. Initial Yes _____ if your child has permission to check out rated "R" or "Not Rated" Dvd's. Please be aware that if your child is under the age of 18 you are responsible for lost or damaged materials on their account. You will not, however, have access to information about what they are checking out. Your child's account is private, even from the parent or guardian.

We will need to see a piece of mail you received at the mailing address you wrote above.

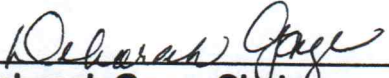
Patrons may have 25 items checked out. We are a fine free library but will charge replacement cost for the item if it is not returned.

Thank You

PRESTON HOT SPRINGS TOWN/COUNTY LIBRARY

POLICY MANUAL APPROVED

with revisions September 16, 2026


**Deborah Gage, Chairman
Library Board of Trustees**


**Starla Rice
Library Director**

Revisit September 2030