

**Latah County Library District  
Administrative Policies**

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**1.0 MISSION STATEMENT**

In the Heart of our Communities:  
Great Places to Read, Learn and Explore

(From the Latah County Library District Strategic Plan)

Approved 9/21/2004; Revised November 2008, August 2011

**2.0 GENERAL POLICIES**

**2.1 District provided e-mail account**

Each staff person is given an e-mail account upon hire. The account is to be used for work purposes only.

Each Board member will be provided an e-mail account upon request.

Messages sent to or received by LCLD e-mail accounts are public records subject to disclosure.

Approved December 2004; Revised March 2010

**2.2 District Computers**

**2.2.1 Staff**

Computers are provided for most District staff. The computers are to be used for work purposes only.

No software is to be loaded onto any District computer without prior approval from the network administrator.

The District has the right to inspect any and all files stored in secured areas of the District's network, on computing devices owned by the District, or on any other storage medium provided by the District for District business in order to monitor compliance with this policy.

**2.2.2 Public**

Computers are available for free public use at all District libraries. These include computers for word processing, PAC (public access catalog), and Internet use. All public computers will have shared access to District databases. To the extent possible, all databases will also be accessible off-site. It may be necessary, depending upon demand, to have patrons sign up for computer use, limiting the amount of time one person can be on a computer. Each district library will have documented procedures approved by the Director that govern availability of Internet and other public computers. If a person

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refuses to comply with the Internet Use Policy or with library procedures governing computer time limits s/he may lose computer privileges. (See Administrative Policies 2.4.1 and 2.4.2) Patron downloading from the Internet to the computer hard drive is not allowed. This is necessary to aid the District in keeping its computers virus free.

### **2.2.3 Access to Public Computers**

The Latah County Library District (LCLD) uses PC Reservation™ software on all public access computers (excluding dedicated catalog computers). PC Reservation™ allows patrons with valid library cards to reserve computers and automatically times sessions. This provides fair access to computers for all users. Patrons living within the Valnet service area [Asotin, Clearwater, Idaho, Latah, Lewis, and Nez Perce counties] are required to have a valid Valnet library card to use a public computer at any LCLD library. Any resident of the Valnet service area is eligible to receive a library card when proper identification is presented. Patrons may only use their own library card to reserve or use a computer. Use of any other person's card is not allowed and may result in the suspension of computer privileges.

Patron accounts must be in good standing to use library computers.

Those who live outside the Valnet service area are eligible for one computer guest pass per day. To obtain a guest pass, visitors 16 years of age and older must present photo identification with name and current address. Acceptable identification includes, but is not limited to, a valid driver's license, state identification card, passport, or other form of photo identification meeting the above requirements. Visitors under the age of 16 who wish to obtain a guest pass must be accompanied by an adult 18 years of age or older. The adult must show valid identification. Guest pass holders may request one time extension and must surrender that day's pass to a staff member to receive the extension. In special circumstances, additional extensions may be granted at the discretion of a library staff member.

Computer users must end their sessions at any time they are directed to do so by a library staff member.

### **2.2.4 Laptops**

Patrons are free to use personal laptops in any of the District's libraries. Staff assistance in activating WiFi capability or troubleshooting WiFi on a personal laptop is not provided.

### **2.3 Children's Internet Protection Act (CIPA)**

Use of public computers is governed by the Internet Use Policy (Administrative Policy 2.5).

LCLD shall have filters in place for any publicly accessible computer when used by minors. (Effective October 1, 2012)

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Approved January 2005; Revised January 2009, July 2012, December 2013

**2.4 Patron Conduct Code (Covers conduct on grounds and in library buildings)**

In order that everyone who comes to our libraries may feel safe, comfortable, free to use the available resources, and have equal access to the facilities, equipment and collections, the following guidelines for personal conduct are outlined. Patrons are expected to be respectful of others by complying with these.

In particular, the following conduct is prohibited:

- 1) Discharge of any projectile on library property.
- 2) Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than that intended by the manufacturer or Library District.
- 3) Engaging in behavior which is disruptive or potentially harmful to other patrons or staff including but not limited to: verbally intimidating or threatening staff or other patrons; verbally or physically harassing staff or other patrons by following, staring at, or photographing them; making unreasonable noise; or engaging in loud or boisterous behavior or talking.
- 4) Bringing an animal to the Library other than a service animal, or leaving an animal unattended on library property.
- 5) Using cellular telephones, radios or other sound-producing devices in a manner capable of being heard by staff or patrons, other than those needed to accommodate a disability (applies only in the library building).
- 6) Soliciting or selling items without permission.
- 7) Loitering, sleeping, or lying down.
- 8) Intentional misuse of any library computer (as defined in the Internet Use Policy), or of library copiers, phones, or other equipment.
- 9) Running in the library, or climbing on shelves, furnishings, or outside structures in ways for which they were not designed.
- 10) Impeding the free movement of persons into or out of the Library.
- 11) Smoking in the library building or on library grounds.
- 12) Using wheeled devices such as bicycles, roller blades, skateboards, or the like inside the library building or on the entry area immediately surrounding the building other than those required to accommodate a disability.
- 13) Leaving wheeled devices such as bicycles or the like near the main entry area.
- 14) Consuming food or beverages except at library authorized functions.
- 15) Having an odor which unreasonably interferes with the ability of staff or patrons to use the library.
- 16) Being in the library barefoot or without a shirt.

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- 17) Washing clothes or bathing in the restrooms.
- 18) Gambling on library property.
- 19) Bringing large parcels or pieces of luggage into the library which interfere with the free passage of persons or equipment.
- 20) Possession of alcohol except at library authorized functions.
- 21) Entering non-public areas of the building without permission.
- 22) Leaving a child under 8 alone at the library.

Conduct in violation of Federal, Idaho, or local laws on LCLD property may result in loss of library privileges and will be reported to law enforcement authorities.

**2.4.1 Enforcement**

Staff members are expected to use their discretion to resolve conduct issues that unreasonably interfere with the use and enjoyment of the library by staff and patrons. If a violation of the Conduct Code, Unattended Children Policy, or Internet Use Policy cannot be resolved informally or is of such a serious nature that, in the opinion of the staff member, immediate enforcement action is warranted, the staff member may ask a patron to leave the library or may terminate their use of library computer terminals for the day. Repeated or serious violations or refusal to comply when asked by a staff member to leave the library or relinquish control of a library computer terminal may result in being barred from the library or denial of use of library computers for a longer period of time (see Administrative Policy 2.4.2). Refusal to comply with a staff member's request to leave or terminate use of library computer equipment may also result in law enforcement being called for assistance. A staff person who takes an enforcement action under this policy or Administrative Policy 2.4.3 shall document the action in writing on a form to be approved by the Director.

**2.4.2 Appeals**

Any patron who is barred from entering the library or from using library computers for a period of two (2) or more consecutive days may appeal the decision, in writing, to the Director. The Director may interview any party involved or witnesses and consider any other evidence available in reaching a decision which shall be communicated to the patron and staff person in writing. The Director's decision shall be final except in the case of a person barred from entry or use of library computers for a period exceeding 364 days or when the Director was directly involved in the original decision. In the latter cases the patron may appeal the initial decision in a writing delivered to the President of the Board of Trustees who shall place the issue on the agenda of the next scheduled meeting. The Board may interview any party involved or witnesses and may consider any other evidence in reaching a decision which shall be delivered to all parties involved in writing.

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**2.4.3 Unattended Children**

LCLD is dedicated to providing services to patrons of all ages. Staff are available to assist children in using the libraries' resources. However, it is not the role of LCLD or staff to provide child care. Please remember that the library is a public building. For liability reasons, the staff cannot take responsibility for children left alone at the library. **Parents or guardians are responsible for the safety and behavior of their children at all times while in the library.** If your child is too young to leave the library by him or her self then he or she is too young to be in the library alone. For the safety and comfort of all of our patrons, LCLD has established the following policies:

- 1) If a child violates the patron conduct code he/she may be asked to leave the library. If the child is unable to leave the library without supervision by a parent/ responsible person the parent/responsible person may be asked to leave the library with the child.
- 2) All children should carry emergency contact information at all times. In the following situations library staff may attempt to contact a child's parent or guardian; if the parent or guardian cannot be reached, or cannot arrange to immediately pick up their child, staff may place the child in the care of the appropriate law enforcement agency:
  - a. A child is found alone and frightened or crying in the library;
  - b. A child is alone and doing something dangerous;
  - c. A child violates the patron conduct code but is unable to leave the library alone;
  - d. No parent or caregiver comes at closing time to pick up a child who needs transportation to leave the library;
  - e. A child under age 8 is left alone at the library;
  - f. Another person at the library seems to be a danger to the child.
- 3) If a child repeatedly violates the patron conduct code he or she may lose their library privileges. If any of the situations described in (a) through (e) of subsection 2 occur repeatedly the child and/or the parent/responsible person may lose their library privileges.

Approved November 2004; Revised April 2006, November 2008, March 2010

**2.5 Internet Use Policy**

The Latah County Library District provides access to electronic resources including the Internet which create increased opportunities for all our patrons to expand their resources world-wide.

Access to the Internet is available without charge to anyone during all open hours.

Latah County Library District does not endorse the viewpoints presented, or vouch for the accuracy of the available information from the Internet.

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Parents are responsible for providing guidance to their own children. The library accepts no responsibility for failures of the filter described in Administrative Policy 2.3 to block specific sites.

Internet users should be aware that they are working in a public environment with people of all ages and diverse viewpoints.

Access from computers at the library to any network, including the local library network and the Internet is for legal purposes only. Loss of use privileges at the library and criminal and/or civil prosecution are possible for illegal or inappropriate uses of computing resources.

Examples of illegal or inappropriate uses include but are not limited to the following:

- 1) Attempting to bypass the security of the computers or local area network at the library.
- 2) Attempting to bypass the security of any other computer or network including the Internet.
- 3) Attempting to intentionally introduce a "virus" or similar piece of code that may do damage to any data, computer, or networking device.
- 4) Attempting to alter or damage any software, operating systems, or configuration files.
- 5) Attempting to use unauthorized computer accounts, access codes, or network numbers.
- 6) Viewing illegal materials including obscenity and child pornography. Pursuant to provisions of Idaho Code, it is unlawful to knowingly make available to a person under 18 years of age images depicting nudity, sexual conduct, sado-masochistic abuse or other material which is harmful to minors. All public areas of the library, including all public computer terminals, are open and available for use by minors.
- 7) Violations of another user's privacy.
- 8) Violations of copyright or other laws.

Library information technology resources may not be used to harass, abuse, or threaten another person.

The Latah County Library District attempts to maintain patron confidentiality at all times involving the patron's individual legal use of electronic resources and services offered by the library but cannot guarantee the confidentiality of information sent by a patron onto the Internet.

The library assumes neither responsibility nor liability for any loss or damage incurred by anyone using the library's computing resources, including any loss or harm incurred by a



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patron arising out of or associated with giving or receiving personal or financial information across the library's network and the Internet.

All publicly accessible computers in the LCLD are filtered per requirements of the e-rate reimbursement program. Procedures are in place should an adult patron express a need to access a blocked site.

**2.5.1 Wireless Internet Service**

The use of Internet filters to block constitutionally protected speech, including content on social networking and gaming sites, compromises First Amendment freedoms and the core values of libraries and librarianship. The Latah County Library District does not filter wireless access, which is available to anyone with a compatible laptop computer or other wireless-enabled mobile device. **Parents wishing filtered access for their children should direct their children to one of the library public access computers.**

Wireless users must comply with all provisions of the LCLD Internet Policy. Any activities deemed illegal apply to you whether you are on a library-owned computer or your own computer.

Approved November 2004; Revised November 2008, March 2010, December 2011, December 2013, December 2016

**2.7 Copiers, Printers, Fax Machines (public use)**

Copiers and printers are available for public use at all seven Latah County Library District libraries.

Copy, printing and fax costs will be standardized throughout the District.

There is a fax machine at each library. At the branch libraries the branch supervisor must determine if public use is warranted.

No public use of the fax machine in Moscow is available.

Approved 11/16/2004; Reviewed 1/2006, Revised 11/18/2008, Revised 5/2014

**3.0 COLLECTION DEVELOPMENT**

**3.1 Materials selection and de-selection**

**3.1.1 Purpose**

The purpose of this collection development policy is to ensure that library materials and access to information meet the information, recreation and learning needs of the

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county. The policy will assist in budgeting decisions and responsible use of funds, define the purposes for the collection; and establish limits and priorities on collection parameters.

### **3.2 Basis for Policy**

Latah County Library District's collection development policy is designed to guide collection building that will provide resources consistent with the District's Strategic Plan. Out of necessity it is also driven by available funding.

The LCLD adheres to the principles of intellectual freedom contained in the American Library Association's "Code of Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights," including the following interpretations: "Access to Library Resources and Services for Minors," and "Diversity in Collection Development."

### **3.3 Community Served**

Our primary service population is Latah County residents. Through consortia membership, resource sharing agreements and interlibrary loan, the collection is available to a broad population. LCLD currently belongs to the Valnet and Inland Northwest Library Group consortia.

Public libraries cannot in general support the needs of higher education and research.

### **3.4 Selection of Library Materials**

#### **3.4.1 Responsibilities**

The Board is responsible for approving the collection development policy. The Board delegates full responsibility for the selection of materials to the Latah County Library District Director. Under the authority of the Director, the Adult Services Manager, the Youth Services Manager, and to a limited extent the Branch Managers, select and deselect library materials.

Library users make their own choices regarding use of library materials based on individual preferences. LCLD supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian.

High priority is given to patron requests and staff input.

#### **3.4.2 Selection Criteria**

The District's collection includes material on a wide range of subject areas written or produced for the general public. The District does not purchase curriculum materials to support the program of any area school or library unless those materials are of general

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interest. Textbooks are purchased only if this format is most suitable to the subject matter. Latah County Library District emphasizes non-scholarly materials.

Materials are selected to meet the needs of a diverse clientele, whose interests, views, and informational needs are varied. Not all items in the library will be of interest to, or suitable for, all library patrons.

The general criteria considered for selection of materials, whether purchased or donated, include:

- a) Qualifications and/or reputation of author or producer
- b) Suitability of subject and style for intended audience
- c) Quality and suitability of format
- d) Availability of materials in the subject and balance of materials currently available in the collection or other libraries
- e) Requests by Latah County patrons
- f) Attention and response of critics, reviewers and general public
- g) Levels of funding and cost and availability of materials
- h) Availability to purchase or community interest and needs
- i) Relevance to the experiences and contributions of diverse populations
- j) Authority, accuracy and accessibility of presentation
- k) Currency of information
- l) Historical significance
- m) Quality and suitability of writing or other content
- n) Professional

### **3.5 Collections**

#### **3.5.1 Fiction**

The District will acquire fiction material in a wide range of genres and in a variety of formats. Emphasis is on mainstream and genre fiction by authors in English. Multiple copies are purchased to meet patron demand.

#### **3.5.2 Nonfiction**

The District will acquire non-fiction material in a wide range of topics and in a variety of formats. The collection emphasizes timely, accurate and useful informational materials to support general community interests. Preference is given to materials that are current and in high demand and to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection.

#### **3.5.3 Reference**

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Reference materials are for in-house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs and directories. Some reference resources will be provided via electronic access only.

### **3.5.4 Professional Collection**

A small collection of specialized materials pertaining to the management and development of public libraries is kept for use primarily by library staff.

### **3.6 Maintenance & De-Selection Guidelines**

De-selection is an essential element of collection development that ensures the District's materials are in the best condition possible.

### **3.7 Censorship and Reconsideration of Library Materials** (see Administrative Policy 4.9)

### **3.8 Donated Library Materials**

Donated materials are accepted by the Latah County Library District. Donations become the property of the District. If added to the collection they must meet the same criteria as outlined above. If not added to the collection they will be sold at Friends of the Library book sales.

### **3.9 ALA Appendices**

Approved January 2005; Reviewed January 2006; Revised December 2015

## **4.0 CIRCULATION AND PATRON SERVICES**

### **4.1 Access to Library Cards**

For the purpose of inventory control, the Library will issue free library cards to residents of Latah County and to counties with which the Library has reciprocal borrowing agreements. The application process is designed to protect the collection without unreasonably hampering access to it. A replacement charge will be assessed for lost or stolen cards.

#### **4.2.1 Loss of Privileges**

Library privileges may be revoked if library materials are not returned within a reasonable amount of time.

### **4.3 Replacement of and Damages to Materials**

Minor damage to library materials may be evaluated and associated charges assessed by Branch Managers and circulation staff in accordance with LCLD guidelines. Materials with significant damage will be evaluated by the Collection Librarians to determine if replacement is necessary. Patrons who lose or significantly damage library materials will

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be billed for replacement of the item. In addition to the replacement cost a \$5.00 processing fee will be charged. Questions will be referred to the Collection Librarians. Patrons who fail to return or pay for missing items will be subject to Idaho Code 33-2620. See attachment. The Managers and Branch Managers may waive fines and fees in extenuating circumstances. Any amount waived must be documented.

Approved February 2005; Revised January 2006, December 2006, June 2013

**Attachment to LCLD Administrative Policy 4.3**

**Idaho Statutes**

TITLE 33

EDUCATION

CHAPTER 26

PUBLIC LIBRARIES

33-2620. FAILURE TO RETURN BORROWED MATERIAL.

Any person who borrows from a publicly funded lending facility any book, newspaper, magazine, manuscript, pamphlet, publication, microform, recording, film, artifact, specimen, device, exhibit or other article belonging to, or in the care of, the facility, under any agreement to return the same within a specified time, and thereafter fails to return the book, newspaper, magazine, manuscript, pamphlet, publication, microform, recording, film, artifact, specimen, device, exhibit or other article, shall be given written notice, which shall bear upon its face a copy of this statute, mailed by a registered or certified letter with return receipt, or delivered in person to such person at his last known address, to return the borrowed article within fifteen (15) days; and in the event that the person shall thereafter wilfully and knowingly fail to return the borrowed article within thirty (30) days, or shall fail to reimburse the facility for the value of the borrowed article plus overdue fines and costs incurred, the person shall be guilty of a petit theft and punishable as provided in chapter 24, title 18, Idaho Code. For purposes of this section, a "publicly funded lending facility" includes any library, gallery, museum, collection or exhibit supported by public funds.

**4.4 Confidentiality**

The Library District shall protect the confidentiality of all patrons in conformance with the Idaho Public Records Law (Idaho Code 9-340E (3)) "the records of a library which, when examined alone, or when examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from a library".

With the passage of the USA PATRIOT Act (Section 215) the FBI now has the authority to order any person or entity to turn over any tangible things, so long as the FBI specifies that the order is for an authorized investigation...to protect against international terrorism or clandestine intelligence activities. However, the FBI need not show probable

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cause, nor even reasonable grounds to believe, that the person...is engaged in criminal activity. Those served with Section 215 orders are prohibited from disclosing the fact to anyone else. Those who are the subjects of the surveillance are never notified that their privacy has been compromised.

Approved 9/21/2004; Reviewed January 2006

**4.5 Reciprocal Borrowing**

Latah County Library District will enter into reciprocal borrowing agreements with other libraries, districts, counties, or consortia as deemed prudent given budget, collection and staffing constraints.

All active agreements will be appended to this policy.

Approved January 2005; Reviewed January 2006

**4.6 Interlibrary Loan**

The Library encourages the use of interlibrary loan to fill requests for materials not available in the Latah County Library District.

The Library reserves the right to determine the amount of interlibrary loan activity, based on the availability of resources, such as personnel.

Latah County Library District will not charge for interlibrary loan requests. Any charges imposed by the lending library, either for the interlibrary loan transaction itself, for photocopying or fax services rendered, for return postage fees requested, or for any other monies charged, will be assessed to the patron requesting the interlibrary loan service.

**4.7 Access to Library Services**

No person shall be denied access to the library and its services because of race, age, color, gender, sexual orientation, national origin, religion, handicap or physical or mental impairment.

ADA requirements will be adhered to to the fullest extent possible.

**4.8 Public Comments**

There is a time on each Board of Trustees Agenda for public comment.

Concerns about Latah County Library District policies and procedures should be addressed to the director. The director, in consultation with the Board President, will determine if an issue will be put on the Board's meeting agenda.

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**4.9 Patron Challenge to Books and Materials**

Requests by library patrons to remove materials from the Latah County Library District's collection shall be made in writing. The form "Citizen's Statement of Concern About Library Materials" is available at any District library and must be used to formally file the concern.

The completed form will be returned to the director. The issue will be researched and the person who submitted the form will receive a letter as to the decision that is made.

Approved January 18, 2005; Reviewed January 2006

**5.0 PUBLIC SERVICE**

**5.1.1 Operation Hours – Holidays – Closure**

All District libraries are open to serve the public. The number of hours each library is open will be dependent upon the District's budget and use patterns.

District libraries will be closed on recognized holidays, approved by the Board of Trustees at their June meeting. This list of holiday closures will be posted in each library and on the District webpage.

Branch libraries have the option of extending hours during the week in which a holiday falls. Any such changes must be approved by the Director.

Approved 10/19/2004; Reviewed January 2006

**5.2 Programming Policy**

The Library may sponsor programs or classes, and shall cooperate with other groups in organizing these to fulfill the community's needs for educational, cultural, informational, or recreational opportunities.

Programming decisions will be driven by availability of space in the library, whether the library is scheduled to be open during the time when the program is to be offered, and whether there is an associated cost.

**5.3 Display Policy**

Any materials displayed in the Library are the responsibility of the owner(s). The Library will assume no liability for lost, stolen or damaged items.

Displays will be non-sectarian and non-partisan and will be designed to support the stated educational and recreational aims of the library.

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### **5.4 Schools**

The Library will endeavor to maintain a balance in its services to all age groups. The Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.

Approved November 16, 2004; Reviewed January 2006

### **5.5 PUBLIC USE OF LIBRARY SPACE**

Library public areas and meeting rooms are open to activities of organizations engaged in educational, cultural, intellectual, civic, and charitable activities. Attendance may not be restricted because of a person's race, national origin, color, sex, religion, age, marital status, sexual preference or orientation, political affiliation, or physical disability or appearance.

Use of library meeting space does not imply endorsement, support, or co-sponsorship by the Latah County Library District of the activities that take place or of the beliefs of the groups using the space. Groups or individuals using the meeting space may not use the Library logo or in any way imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

The Branch Manager or another Manager is authorized to deny permission to use meeting spaces or terminate any meeting in progress if a group is disorderly in any way, or violates any of the terms of use.

#### **Group Use of Open Public Spaces**

Groups may meet in the open public areas of any of the libraries, provided they comply with the terms of use listed below, but must first obtain permission from the Branch Manager or another Manager.

All events or meetings taking place in library public areas must be free, open, and accessible to any member of the public. In keeping with the Library's mission, there can be no charge for attendance or participation in events in open public areas. Donations may be accepted to recover meeting or materials costs but cannot be a requirement. For-profit activities, or activities requiring payment for attendance, may only be held in meeting rooms, with the exception of library-sponsored events that involve paid presenters.

#### **Meeting Rooms**

The Latah County Library District provides private meeting room space at its Potlatch and Troy libraries. These rooms have separate entrances but are also accessible from inside the libraries, so they can be used during or after library business hours. No separate rooms are available for public meetings at the other five LCLD locations, though public space may occasionally be used for meetings and programs. Meeting rooms will be available on a non-discriminatory, equal-



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access basis.

### Terms of Use

1. Events that are free and open to the public take priority for meeting room use. Private functions are also permissible.
2. Groups take priority over individual users for meeting room use.
3. If a meeting room is being reserved for a for-profit activity, or if payment for attendance is required, there is a charge for use of the room (see fee schedule [here](#)). Donations may be accepted to recover meeting or materials costs for events held in library meeting rooms without incurring a charge for room use.
4. Fundraising is prohibited, except for Friends of the Library or Library Foundation events.
5. Library spaces cannot be used for activities that present health or safety risks, or for illegal purposes.
6. The event cannot interfere with routine library operations, such as, but not limited to, activities that would produce excessive noise, occupy a large amount of library parking during business hours, or place an additional demand on staff time.
7. After-hours use of meeting rooms by groups whose members are under the age of 18 must be supervised by an adult, with an adult in attendance at all times.
8. The contact adult for each group must have a valid library card in good standing in order to reserve a meeting room. Checking out a meeting room key is required.
9. Alcoholic beverages and smoking are prohibited. Exceptions for alcoholic beverages may be made for library-related events. Light refreshments are permitted.
10. Cooking or food preparation is limited to the kitchen or coffee service area located in the Potlatch and Troy meeting rooms. Areas must be cleaned following use.
11. The person checking out the meeting room key is responsible for making sure everyone leaves the building after hours and that the room is left in good order.
12. Groups are responsible for setting up and putting away any and all chairs and tables used, picking up refuse, and leaving the rooms tidy.
13. Groups will be charged for damage to room, equipment, or furnishings beyond reasonable wear and tear.
14. Posted rules specific to the Potlatch or Troy meeting rooms must be observed, including occupancy limits and the use of lights, heat, and air conditioning.
15. Equipment, supplies, materials, or other items owned by a community group or individual or used by them in the Library are not the responsibility of the Library, nor can they be stored in the Library.

The Library reserves the right to restrict or deny usage of meeting rooms or public spaces if the terms of use are not followed.

The Library reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages or severe weather conditions occur.

Reserving meeting rooms:

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1. No more than two reservations per month by one party are allowed.
2. Reservations for meeting rooms must be requested at least two business days in advance, taking into account the individual library's business hours.
3. Reservations must be cancelled at least two business days in advance. If a group does not show up for a scheduled reservation or does not restore the room to a clean and orderly state, the Library reserves the right to withhold meeting room privileges for up to three months.
4. Meetings may be booked no more than three months in advance, with the exception of Library, Library co-sponsored, Friends of the Library, and Library Foundation events.
5. False information cannot be intentionally included on the meeting room reservation application.
6. Individuals or groups using the meeting rooms must sign the meeting room agreement.

Approved January 2005; Revised January 2006, September 2017; November 2017

**6.0 BUILDINGS – FACILITIES**

**6.1 Facility Policy and Agreements with Cities**

The District will provide library service in communities with which a current lease has been signed by authorized agents for both the Latah County Library District and the respective community.

The Library Board is committed to maintaining branch libraries in an attempt to provide library service throughout Latah County.

The level at which the branches are maintained will be dependent upon budgetary constraints.

The communities must provide suitable facilities to house the library. Community support of these facilities shall be designated in the lease agreement.

Branch library staff are employees of Latah County Library District. No other entity has supervisory authority of branch staff.

Approved October 2004; Revised January 2006

**6.2.1 Safety**

The safety of staff and patrons is vitally important. All employees will accept responsibility for their and patron safety and conduct themselves in an appropriate manner.

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Administrative Policies**

Latah County Library District recognizes the need for development of safe working conditions and practices.

Staff will immediately report all accidents to their supervisor.

All safety and conduct code policies and procedures will be followed and enforced.

Be alert to unsafe conditions and report them immediately to your supervisor.

Use common sense in all work related activities.

Do not attempt to work when your physical or mental condition will not permit safe performance on the job.

Take proper care of tools, equipment, or vehicles placed in your charge and report needed repairs or unsafe working conditions to your supervisor.

Approved March 2005; Revised January 2006

**7.0 MANAGEMENT STATEMENTS**

**7.1 Surplus Items**

**LIBRARY MATERIALS:** Materials withdrawn from the LCLD collection will be given to the Friends groups for resale.

**ALL OTHER SURPLUS PROPERTY:** Limited storage space and staff to oversee this process mandates we get rid of surplus items as quickly as possible. If the item has a resale value greater than \$50.00 a notice will be posted in all the libraries, listing available item/s and a purchase price. If no offers are received from the public or a staff person within two weeks, the item/s may be given to the Friends group for them to sell.

If an item is valued less than \$50.00 efforts will be made to find a buyer. If the item has no resale value it will be disposed of in the most efficient manner.

Approved March 2005; Revised January 2006

**7.3.1 Public Records**

Latah County Library District complies with Idaho Public Records Law (Idaho Code 9-337 to 9-350).

The intention is that all records maintained by the District be available for public access and copying. At the same time, the District recognizes the need to balance this policy of

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openness against the equally important need for privacy of certain information provided by citizens and businesses that is necessary for the conduct of the library's business.

**DESIGNATED CUSTODIAN:** The designated custodian of the Library's public records is the Director. The Director may delegate this responsibility to other staff in her/his absence.

**ACCESS TO PUBLIC RECORDS:** All records maintained by the District shall be open to the public for inspection and copying during hours the library is open, unless the information is specifically exempted from disclosure by law.

All requests should be referred to the Director, who will set a time when the records can be accessed and copied.

**DESTROYING PUBLIC RECORDS:** Wherever legal Latah County Library District will destroy public records as soon as possible after a transaction is completed.

**EXEMPTED RECORDS:**

- Personnel Information – The employment history, classification, pay grade and step, longevity, gross salary and salary history, status, and work place of any current and former employees are required to be disclosed to any person who requests the information. All other information is exempt.
- Library Circulation Records – These records will not be disclosed unless properly executed subpoenas or warrants are presented.

**PROCEDURES FOR REQUESTING PUBLIC RECORDS:**

- A written request for public records will not be required if the information can be routinely provided by the District.
- A request for records will be granted or denied within three (3) working days.
- If a longer time is required to locate and retrieve the requested records, a written request will be required. The designated custodian will determine whether the request can be granted within three (3) working days.
- All requests will be filled in whole or in part within ten (10) working days. If no answer is provided within ten (10) working days, the request will be deemed to be denied.
- No fee will be charged for examination of public records. If copies of public records are requested the charge will be equal to the copying fee the public is assessed.

**SUBPOENA:**

- If a subpoena is presented, direct the person or the paper to the Director, who will in turn direct it immediately to legal counsel.

**WARRANT:**

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- If a warrant is presented, do not interfere with their search or seizure, and immediately call the Director.

**7.3.2 Record Retention Schedule**

There is no state code mandating how long records are kept. District records, the raw material of decision-making and institutional memory, will be retained according to the schedule set by this policy. Records management policies pertain to all records maintained by the District regardless of format.

<u>Record</u>	<u>Kept on site</u>	<u>Kept at State Archives</u>
Annual Budget	5 years	Permanent
Audits	7 years	Permanent
Board minutes & Financial Reports	5 years	Permanent
Contracts	Until inactive	Permanent
Correspondence		
General/Transmittal	3 years	Permanent
Earnings – Individual	5 years	Permanent
General Accounting	7 years	Shred
General Ledger	7 years	Shred
Grants	5 years	Permanent
Incorporation records	Permanent	
Insurance Claims	5 years	Permanent
Insurance Policies	Current	Permanent
Invoices	7 years	Shred
Legal records	5 years	Permanent
Payroll	5 years	Permanent
Personnel Files	Until termination	Permanent
(Remove evaluations, warning letters, and anything else of a confidential nature)		
Policies	Current	
Opinion survey records	5 years	Permanent
Retirement Records	5 years	Permanent
Withholding Reports	5 years	Permanent

Approved March 2005; Revised January 2006

**7.3.3 References**

It is the policy of the Latah County Library District, with respect to inquiries regarding former employees or providing references for current employees, to provide only the dates of employment, position held, salary or wages, and whether the separation from employment was a termination or voluntary resignation unless a signed waiver is on file. See attachment for LCLD waiver.

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Approved May 2005; Reviewed January 2006

### **7.6 Donations other than library materials**

The District may receive donations of property, stocks or bonds, and cash. Should a donation come with restrictions that will result in expense to the District or fall outside District policy, the District has the right to decline the donation.

Donations made with restrictions will be accepted if the restrictions are:

- For a designated branch within the District, or
- For adult or youth materials.

Donations made with more specific restrictions may be declined.

Approved April 19, 2005; Reviewed January 2006

### **8.0 FRIENDS OF THE LIBRARIES**

#### **8.1 Relationship to District**

Each District library may have its own Friends of the Library Group. Each group will determine if it will seek 501(c)3 status.

Friends groups have no authority over the staffing, collections, services, or facilities of their respective libraries unless they have agreed to take over meeting rooms per policy 5.5.

Friends groups serve as advocates for their respective libraries. They raise funds that are made available to their respective libraries for purposes approved by the Friends' membership.

Approved March 2005; Reviewed January 2006

### **9.0 DISTRICT FOUNDATION**

#### **9.1 Relationship to District**

The Latah County Free Library District Foundation is a 501(c)(3) corporation established to enable the Latah County Library District to fulfill more completely its mission through the development and enhancement of its properties and operations beyond what is possible through annual operating monies.

#### **9.2 Copy of By-Laws (appended to this policy)**

**Latah County Library District  
Administrative Policies**

Approved March 2005; Reviewed January 2006

**10.0 VOLUNTEERS**

Latah County Library District relies upon volunteers to supplement the staffing.

Approved March 2005; Reviewed January 2006