Mountain Home Public Library

Policy Section	4.00
Number	4.07
Effective	10-06-2010
Reviewed	04-10-2025
Revised	11-04-2021

Privacy and Confidentiality

The Mountain Home Public Library recognizes the need to protect patron right to privacy regarding the questions asked and the materials borrowed both in analog and digital form. Protecting the privacy and confidentiality of our patrons' personal information is important to us. Explained below is our information practices, what information the library collects, and how the library uses and protects that information.

Pursuant to Idaho Code 74-101 et. seq., circulation records and other records identifying the names of library users with specific materials are confidential in nature.

Library employees are hereby advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or by legislative investigatory power.

No library employee may release information about an individual's circulation record to a private individual unless it is the personal record of the individual patron making the request, or the personal circulation record of the requesting patron's legal dependent.

The Library may generate various forms of ephemeral records with patron phone numbers, addresses, and/or email addresses for administrative and/or various library-related business purposes such as telephone or email reference requests and questions, patron hold requests, program requests, PC reservations, etc. These records may exist in hard copy or electronic form and are destroyed on a regular and routine basis.

The policy is not to be interpreted as restricting in any way the Library's own right to use circulation records or other borrower's records in its course of conducting normal library business.

Mountain Home Public Library

Policy Section	4.00
Number	4.07a page 1/3
Effective	12-06-2018
Reviewed	04-10-2025
Revised	11-04-2021

Access to Public Records

The Mountain Home Public Library is a public entity, under the City of Mountain Home, and as such, disclosure of public records is governed by Idaho Code. The following information is intended to provide guidance to Trustees and Library Staff, as well as patrons and the general public, regarding public records requests related to the history, business and operations of the Library.

Mountain Home Public Library's records include information that is retained for a variety of purposes. Pursuant to the Idaho Public Records Act certain records are exempt from disclosure, including but not limited to, certain personnel records, the records of the 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 the library, and the material of the library that has been contributed by a private person, to the extent of any limitation that was a condition of the contribution. For further information concerning the right to examine public records and the records that are exempt from public disclosure reference should be made to the Public Records Act, found in Chapter 1 of Title 74 of the Idaho Code.

When responding to public records requests, the Mountain Home Public Library has a dual responsibility of respecting the public right to examine and copy records subject to disclosure, as well as following the directives of the law pertaining to records which are exempt from disclosure. Statistical circulation information that does not identify any particular person may be made available for examination and copying.

If a request for a public record is denied, in whole or in part, the Library shall notify the person making the request in writing, or by email. This notification will indicate whether the Library's attorney has been consulted and reviewed the request, identify the statutory authority for the denial and give information concerning the appeal process, which is to institute proceedings in district court by the filing of a petition contesting the Library's decision concerning the public records request, which petition must be filed within one hundred eighty (180) calendar days from the date of mailing of the notice of denial or partial denial by the Library.

The Library Director serves as custodian of records for the Mountain Home Public Library Board of Trustees. The alternative for contingencies shall be the Library Circulation Coordinator.

Mountain Home Public Library

Policy Section	4.00
Number	4.07a page 2/3
Effective	12-06-2018
Reviewed	04-10-2025
Revised	04-10-2025

Procedure for Requesting a Public Record:

1. A written and signed request for public records is required. To ensure compliance with the law, those making requests are asked to utilize the Library's Public Records Request Form. The form can be retrieved and submitted through the OpenGov link on the City of Mountain Home's website, mountain-home.us under City Government<City Hall<Public Information Request.

Another option is available on the Library's website at mhlibrary.org and may be submitted to the Library Director or by email as a pdf to librarydirector@mountain-home.us.

2. The person making the request must acknowledge that the request records or information will not be used for a mailing or telephone list, prohibited by Idaho Code 74-102.

3. Generally, the requesting party will be notified whether the request for records will be granted or denied, in whole or part, within three (3) working days.

4. If longer time is required to locate or retrieve the requested records, or to determine whether the request can be granted, the person making the request shall be notified in writing.

5. Examination and/or copies of the records subject to public disclosure will be provided within ten (10) working days, beginning on the working day following the submission of the request.

Mountain Home Public Library

Policy Section	4.00
Number	4.07a page 2/3
Effective	12-06-2018
Reviewed	04-10-2025
Revised	11-04-2021

Costs

In most cases, no cost will be charged for examining or copying public records. Depending upon the nature of the request, the character and volume of public records requested, and staff time expended in responding, the following costs may be assessed:

1. If responding to the request requires coping (including photocopying or scanning), the Library will charge 10 cents for each copy more than 100 pages.

2. If the time of Library staff required in responding to a request does not exceed two (2) person hours, no cost will be charged. Costs for total labor in excess of two (2) hours will be charged at the hourly payroll rate of the lowest paid administrative staff employee or employees necessary and qualified to process the request. Depending on the request, the Library may not be able to determine this rate until the documents are retrieved and reviewed.

3. If the request includes nonpublic information requiring deletions or redactions in consultation with the Library's attorney, or requires the advice of our attorney on possible exemptions, fees will be charged at the usual and customary billing rate of the Library's attorney.

4. If the request requires providing an electronic storage device containing the public information, a cost equal to the Library's direct cost of copying information in that form or the cost of conversion charged by a vendor if converted from another form will be charged.

5. In certain instances, addressed in Idaho Code 74-102(10)(f), the requesting party may be exempt from paying such charges.

6. In determine if costs are owed, the Library will combine the total staff time required in responding to multiple requests on the same or related subjects.

7. A requestor may not file multiple requests to avoid payment.

8. An itemized receipt explaining any assessed fees will be provided to the requesting person. The Library may require advanced payment of assessable charges.

Mountain Home
Public Library

Policy Section	4.00
Number	4.07b
Effective	12-06-2018
Revised	11-04-2021
Reviewed	04-10-2025

Mountain Home
Public Library

Mountain Home Public Library

Public Records Request

Please submit this request to Shasta Hochstrasser, Library Director at the Mountain Home Public Library.
Form may be submitted by fax to (208) 587-6645,
or e-mailed to librarydirector@mountain-home.us

Date of Request:_____ **Time Request Received:**_____

Name:_____

Address:_____**Zip Code:**_____

Phone:_____**Fax:**_____**E-Mail:**_____

Requested Format for Information [ ] Paper [ ] Electronic: Acrobat file (pdf) [ ] Electronic: Excel file

Description of Public Records Requested

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Requestor's Signature **Date**

For Office Use Only

Verbal Response:_____Documents Copied:_____Written Report:_____Date Finished:_____

Number of Pages:_____Cost of Copies:_____

Time Required to Complete Report:_____Staff Providing Information:_____