

<b>Policy Section</b>	<b>4.00</b>
<i>Number</i>	<i>4.01</i>
<i>Effective</i>	<i>01-2006</i>
<i>Revised</i>	<i>05-06-2021</i>

## Use of the Library

The Library is a tax-supported institution and its services and resources are available to those individuals who live or pay taxes within the city limits of Mountain Home or who pay for a non-resident library card. The Library’s “legal service area” is that area within the incorporated boundaries of the City of Mountain Home. Services to patrons will not be denied or abridged because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.

The Library allows browsers and students from all areas to use materials while in the Library. Reference assistance is provided to browsers whether or not they are residents of Mountain Home or purchase a non-resident library card. A library card is necessary for circulation of collection items and reciprocal borrowing agreements or service contracts may also provide borrowers with access to other system collections.

- Activities such as, but not limited to, meetings, tutoring/mentoring/counseling/personal assistance sessions, group studies, conferences, or informal get-togethers will be directed to the Commons area, seasonal outside patio, study carrels, or will need to be booked into the public meeting room using standard reservation processes.

Seating in the Commons area and study carrels are made available on a first-come, first-served basis. Library programming shall have priority in all Library areas. Ongoing or regularly scheduled events and meetings in the Commons must have prearranged sponsorship from the Library Director.



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## Circulation

Staff shall make a library card available to any individual who resides in Mountain Home or who pays property tax within the city limits of Mountain Home, or, to any non-resident purchasing a library card for an amount annually determined by the Library Board of Trustees.

A library card must be obtained and be in good standing before materials can be checked out.

Members of libraries participating in cooperative borrowing agreements with the Library may borrow materials provided those accounts are in good standing.

Borrowing may be limited as deemed necessary by staff when excessive demand makes it necessary to do so in order to ensure service to the greatest number of patrons.

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## Library Cards

The Library offers the following library cards:

### 1. Resident

Borrower's Cards are available without cost to Mountain Home residents or individuals paying ad valorem taxes on real property situated within the city limits.

### 2. Non-resident Library Card

An individual who does not meet the requirements for a Resident Library Card may obtain a Non-resident Library Card upon the payment of the current cost of such card, plus tax. As a convenience, cards (with associated expiration periods) may be purchased in 6 or 12 month increments plus tax.

Non-resident card costs will be no less than the amount of the per household residential support (operating income per capita), plus Idaho sales tax. The Non-resident card must be paid again upon renewal. Payment of a Non-resident card by an individual allows all persons in that individual's household to obtain a library borrower's card.

Non-resident card costs will be automatically evaluated and updated in January of each year.

### 3. Temporary Card

If you are new to the Mountain Home Public Library, you may register for a temporary library card which will allow you to check out two books at any one time. This card is for those 18 years of age and older. A valid ID is required. A current physical mailing address is also required (PO boxes are not a valid mailing address). A valid ID and proof of address is required prior to expiration of temporary card. The temporary card is valid for 60 days and may not be renewed.

### 4. Corporate Card

Business entities, nonprofit organizations and governmental agencies whose principal offices are located within the city limits may obtain a Corporate Card. Any officer of the business entity may apply for the card upon presenting photo identification and a business card, letter on company letterhead, or other documentation showing the applicant's status as an individual authorized to apply for the card on behalf of the business entity. A Corporate Card may be issued only after staff has verified that the applicant has approval to apply for the card on behalf of the business entity. The business entity will be financially responsible for fines and fees incurred through use of the card.

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**5. Internet-Only Card**

Individuals who wish only to obtain Internet access at the Library may obtain an Internet-Only Card, without cost, regardless of the location of their residence. Such card may be issued only upon presentation of photo identification and will be valid for one year from date of issuance and subject to renewal annually upon presentation of photo identification. This card can only be used for Internet access within the Library.

**6. Student Rate Library Card**

Student Rate Cards are available for each child in a family who resides outside of the library's legal service area. The term "student" applies to children and young adults enrolled in an educational program preschool through 12<sup>th</sup> grade. A charge of \$3.00 plus tax per card must be paid at the time of application and individual cards expire one year from date of issue. Student Rate Library Cards will allow you check out all materials at a limit of five items within the confines of the Mountain Home Public Library's collection at any one time. Limit may be changed on a case by case needed basis.

**7. Senior Rate Library Card**

Those 65 and older residing outside of the Library's legal service area, but within the boundaries of Elmore County, Idaho, will receive a Senior Rate library card at no charge. Senior Rate borrower accounts are issued individually and cannot be extended to or used by others.

**8. City of Mountain Home Employee Card**

City of Mountain Home employees who reside outside of the library's legal service area qualify for an employee borrower's card at no cost. For the purpose of this policy, "City Mountain Home employees" are defined as full-time City employees, all current paid on-call firefighters, and all current Reserve Police Officers. Proof of employment in the form of work identification badge or confirmation by the City's Personnel Department, along with other required ID, must be presented at the time of application. City employee library cards may be issued to the spouse and minor child/children residing in the same household.



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An applicant for a Borrower's Card must present a valid driver's license, passport, or other official photo ID and provide proof of current physical residential address dated within 60 days. A Post Office box will not be accepted as proof of residence.

A Parent/Guardian/Grandparent of minor children (17 and under) must be present before a borrower's card can be issued, renewed, or replaced.

- Borrower account information may be updated at any time it is deemed necessary by staff.
- Library cards may not be loaned or used by anyone other than the account holder. Anyone found to have provided fraudulent borrower account information; loaned; transferred; or otherwise provided their library card account number to another person to check out materials or use the Public Use Computer Center may permanently lose library and computer privileges.
- Requests made to change information or provide access to borrower account content will require the owner or responsible party of the library card to be present.
- Borrowing agreements or service contracts with other libraries and consortia may qualify patrons for cooperative borrowing privileges.
- MHPL staff may accept fines on borrower accounts held at cooperative borrowing locations. Other assessed fees, or accounts in collection must be resolved at the originating library before a borrower's account can be transferred to MHPL or used for circulation of MHPL materials, unless otherwise approved by the Library Director.
- Lost or stolen Library Cards must be reported immediately.

### Limits on Borrowing Services

Patrons may not borrow all materials in any given subject area. Items available to MHPL patrons through cooperative borrowing agreements may be subject to restriction locally and throughout the system.

Select Idaho and Elmore County materials, reference items, periodicals, and some audio/visual materials do not circulate.

<b>Type of Item</b>	<b>Check-out</b>	<b>Limit Per Card</b>	<b>Renewable &amp; Renew Times</b>
<b>Books</b>	<b>28 days</b>	<b>40</b>	<b>Yes (2)</b>
<b>New Books</b>	<b>14 days</b>	<b>10</b>	<b>Yes (1)</b>
<b>Audio Books</b>	<b>14 days</b>	<b>10</b>	<b>Yes (2)</b>
<b>Holiday Items</b>	<b>14 days</b>	<b>5</b>	<b>Yes (2)</b>
<b>Blu-Ray/DVDs – feature films</b>	<b>14 days</b>	<b>5</b>	<b>Yes (2)</b>
<b>Blu-Ray/DVDs – Non-fiction &amp; TV Series</b>	<b>14 days</b>	<b>5</b>	<b>Yes (2)</b>
<b>Kidpacks</b>	<b>14 days</b>	<b>5</b>	<b>None</b>
<b>Board Games</b>	<b>14 days</b>	<b>5</b>	<b>None</b>
<b>Kits</b>	<b>14 days</b>	<b>5</b>	<b>None</b>
<b>Digital Devices</b>	<b>14 days</b>	<b>1</b>	<b>None</b>
<b>Puzzles</b>	<b>14 days</b>	<b>5</b>	<b>Yes (2)</b>
<b>Interlibrary Loan (ILL)</b>	<b>Varies</b>	<b>3</b>	<b>Checkout and up to 2 renewals are contingent upon lending library policies</b>

The Library Board of Trustees delegates to the Library Director the authority to create guidelines as may be necessary to ensure the efficient use and availability of library materials.



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## Service Charges, Goods and Fines

The Director or designee shall charge for tangible goods, services, and fines to assure the timely return of materials, fund the replacement of materials that are lost or damaged and offset the costs of goods provided. The Director or designee will also charge for conference room use. All costs paid to the Library are deposited by the City directly into the Library Fund and are not refundable.

MHPL staff can accept fines charged to patron accounts by sites honoring a borrowing agreement with the Library. Fees from other sites for missing parts, damaged, or lost items, or accounts in collections must be resolved at the originating library.

The Board has established the following costs:

### Circulation

<b>Resident Library Card</b>	Free with proof of residency
<b>Non-Resident Library Card</b>	Nonresident card costs will be no less than the amount of per household residential support (operating income per capita), plus tax.
<b>Charge for Lost Cards</b>	One card set per year at no-charge. Each additional card set is \$1.00 plus tax.
<b>Fine for Overdue ILLs</b>	\$1.00 per day
<b>Fine for Overdue Digital Devices</b>	\$5.00 per day
<b>Charge for ILL not picked up</b>	\$5.00
<b>Charge for Lost or Damaged Items</b>	List Price + \$5.00 per item processing charge
<b>Charge for Accounts Sent to Collections</b>	\$10.00

### Information & Printing Services

<b>Desktop Computer &amp; Internet Use</b>	Free
<b>Copies/Printing from Computer Lab</b>	10¢ per page for Black & White including tax 30¢ per page for Color including tax
<b>3D Printing</b>	Filament = 5¢ per gram plus tax
<b>Laminating</b>	10¢ per inch
<b>Scanning</b>	Free
<b>Fax Service</b>	Incoming = \$1.50 per page; Outgoing = \$1.50 per page

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## Conference Room

### **Purpose:**

The Board of Trustees of the Mountain Home Public Library makes the Library's Conference Room available to the public. The booking of a conference space does not imply library endorsement of the content and/or speakers of meetings held in the Library.

### **Room Use Priority:**

- Library and City of Mountain Home sponsored events are given priority in scheduling use of the conference room.
- Friends of the Mountain Home Public Library sponsored events such as the Friends Book Sales.

\*The Library will not cancel existing room use reservations except in emergency situations.

### **Meetings:**

- When not needed for Library use, the conference room is available on a first-come, first-serve basis for meetings that are educational, cultural, political, civic, or charitable.
- All meetings must be open to the public without charge.
- Meetings may not disturb the normal operations of the library nor pose a safety hazard.
- Conference room may not be used for parties.

### **Reservations:**

- Reservations may be made in person, or by phone. Reservations may be made no more than 1 year in advance.
- Credit(s) for future use will expire 180 days after being issued except in extenuating circumstances, such as a global pandemic.





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Staff will charge conference room costs as follows:

<p><b>Library, City Department, School District #193, Richard McKenna Charter Schools or Mountain Home Adult Training Academy Functions</b></p>	<p>No Charge</p>
<p><b>Non-Profit/Schools</b></p> <p>*Must supply IRS Non-Profit designation form or have a copy on file to receive this discounted rate.</p> <p><b>Charges must be paid at the time of booking.</b></p> <p>To receive a credit for future use, a cancellation notification must be provided to the Circulation Desk 5 working days prior to the date scheduled.</p> <p><i>Replacement and/or repair fees will be charged for damage to the facility, furnishings/fixtures, and/or damage to or loss of library equipment.</i></p>	<p><b><u>Room Cost</u></b> \$10.00 per hour plus tax - or - \$50.00 per day for 2 or more consecutive day bookings plus tax.</p> <p><b><u>Cleaning Charge</u></b> \$20.00 – billed when room has not been restored to original condition</p>
<p><b>Private, Commercial Organizations &amp; Fund-Raising Events</b></p> <p><b>Charges must be paid at the time of booking.</b></p> <p>To receive a credit for future use, a cancellation notification must be provided to the Circulation Desk 5 working days prior to the date scheduled.</p> <p><i>Replacement and/or repair fees will be charged for damage to the facility, furnishings/fixtures, and/or damage to or loss of library equipment.</i></p>	<p><b><u>Room Cost</u></b> \$20.00 per hour plus tax - or - \$50.00 per day for 2 or more consecutive day bookings plus tax.</p> <p><b><u>Cleaning Charge</u></b> \$20.00 – billed when room has not been restored to original condition</p>
<p><b>*A State of Idaho ST-101 form is required for Sales Tax Exemption.</b></p>	



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## Returned Check Charges

The City of Mountain Home will assess a charge on checks not honored by the bank on which they are written and which are returned to the City of Mountain Home after being deposited by the Mountain Home Public Library. More information regarding checks returned to the City of Mountain Home may be obtained from City Hall, 160 South 3<sup>rd</sup> East, PO Box 10, Mountain Home, Idaho – Phone: 208-587-2104.

## Recovery of Materials and Unpaid Fines and Fees

At the discretion of the Director or designee, the Library may engage the services of a collection agency to recover outstanding fines and fees or to ensure the return of materials. A fee of \$10.00 will be added to patron accounts referred to collections and shall be paid in addition to other fees or charges for fines, lost, or damaged materials.

The Library may pursue court action against patrons who refuse to return items to the Library.

Materials will not be loaned to patrons owing more than \$10 in fines or fees. Patrons with unresolved charges on an account referred to a collection agency may not borrow materials.

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## Security and Security Systems

The Board expects Library patrons to respect the Library, its staff, its furnishings, equipment, and grounds, the collection, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library.

The Board and Director will establish rules of conduct. The appeal of any suspension of Library privileges resulting from failure to abide by those rules is covered in Policy Section 1.00, Number 1.03 Public Input and Complaints.

### Security System Video Surveillance

The Board of Trustees authorizes the use of closed-circuit videotaping equipment (Video Surveillance) on city property to ensure the health, safety, and welfare of staff and all visitors to the Library, as well as safeguard City facilities, equipment, and property. Because the Mountain Home Public Library respects the privacy of all coming and going from the facility, the following guidelines will ensure that such cameras are used sensibly.

Security camera use in the building and on the grounds of the library is considered appropriate when it enhances:

- The protection of individuals, equipment, and facilities
- The monitoring of public areas
- The protection/monitoring of building entrances, exits, and seating areas
- The investigation of criminal activity

All recordings and monitoring of activities of individuals or groups will be conducted in a manner consistent with existing library policies, be based on the protection of individuals, equipment, and facilities, and will not be based on the subject's personal characteristics, including race, gender, ethnicity, sexual orientation, disability, or other protected classifications.

Review of any video recording is restricted to the Director or designees when there is a legitimate safety, security, or policy concern. Video surveillance may also be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the Library to investigate violations of Board policy subject to the same restrictions outlined in Policy Section 4.00, Number 4.07 Privacy and Confidentiality. Audio shall not be a part of video recordings. Patrons or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

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## Rules of Conduct

The purpose of the Mountain Home Public Library’s Rules of Conduct is to maintain a safe and pleasant environment for all Library patrons and staff. Library patrons unwilling to modify unacceptable behavior (as outlined below) will be asked to leave the premises. Illegal, disruptive or other inappropriate conduct that interferes with the operation or enjoyment of the library by staff or patrons is prohibited. Such conduct includes, but is not limited to, the following:

1. Possessing a deadly or dangerous weapon within the library building and/or library grounds. For purposes of this rule, a “deadly or dangerous weapon” may include a bladed instrument, explosive device, or other item held for the purpose of endangering or inflicting bodily harm on a person with the exception of a lawfully possessed firearm or pocket knife with a blade of four inches or less.
2. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer.
3. Bringing a pet or other animal into the Library, other than an assistance dog, assistance dog in training, service dog or service miniature horse as defined by state and federal law. Patrons will be asked to remove their service or assistance animal from the Library if the animal:
  - a. Poses a direct threat to the safety of others
  - b. Is out of control and effective action is not taken to control it
  - c. Is not housebroken, or
  - d. Interferes with the Library’s fundamental purpose, e.g., continuous barking
4. Using cellular telephones, radios or other sound-producing devices in a disruptive manner.
5. Selling items on Library premises except for sales that have been pre-authorized by the Library Director and are being conducted for the benefit of the Library or of performers retained by the Library.
6. Distributing written materials (“leafleting”), petitioning for signatures, conducting surveys, or soliciting inside the Library building. Leafleting, petitioning, or soliciting immediate monetary donations on Library outdoor premises in a manner that blocks driveways, parking areas or building access points.
7. Loitering, sleeping, or following staff members or other patrons around the premises with the intent to annoy.
8. Impeding the free movement of persons into or out of the Library and/or obstructing traffic on Library grounds by blocking sidewalks, patio entryways, service entrances, designated short-term or staff parking spaces, driveways, or parking lots.
9. Consuming food, meals, and/or beverages, or snacks in any area other than the Commons, on the library patio, or in the conference room. All beverages must be in a closed or lidded container. Food, meals, and/or beverages of any type are not allowed in any area with a computer.
10. Use of tobacco products or vaping devices such as e-cigarettes or e-cigars in the Library or on Library grounds. Being under the influence, consuming, possessing, or selling alcoholic beverages; or any controlled substance is prohibited.
11. Entering or remaining within the Library barefoot or without being fully clothed.

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12. Using roller blades, skateboards, bicycles, scooters, or any other wheeled recreational devices on Library grounds or in the building
13. Leaving a bicycle unattended anywhere on the library premises other than at an approved bike rack.
14. Using restrooms for other than intended purposes such as bathing and changing clothes.
15. Bringing large bundles, packages, or personal property into the building which cannot be stored under a study chair. The Library is not responsible for personal belongings left unattended anywhere on the premises. If the security gate is triggered, library staff will require that bags, bundles, etc., be opened by the owner for examination.
16. Use of study, reading only, and quiet zones for other than posted and designated purposes. Staff will enforce appropriate use of those areas as required by moving users into the Commons area of the Library.
17. The Mountain Home Public Library is not intended as a day care facility nor can it provide day-to-day operational space for individual educational providers, entities designed to meet specific curricular or instructional, personal growth, and/or group support functions. Children under the age of 10, or who have emotional or social difficulty, must be attended by a parent or other responsible care-giver, aged 13 and older, at all times while in the Library. Any child not able to travel alone must be picked up prior to closing. If it is determined that a child is lost or left unattended, every reasonable attempt will be made to identify and contact the guardians or responsible adult. If an unattended child remains at the library after closing time, the proper authorities may be notified. Library staff will remain with the child until a police officer arrives.
18. Parents are responsible for the behavior of their children in the Library at all times.
19. Engaging in any criminal activity.
20. Engaging in any other behavior disturbing or disruptive to staff or patrons.

Library staff may take action to correct violations of this policy which, depending upon the circumstances, may include asking a patron to conform his or her conduct to the requirements of this policy, suspending a patron's privilege to use the Library, and/or involving law enforcement. Police will be called when conduct is illegal, when a threat is posed to the library or individuals, or when an individual refuses to follow Library policies or refuses to leave the Library when requested to do so. Further, a patron may be held financially responsible for theft of, destruction, or injury to Library property caused by the patron or by a service or assistance animal accompanying the patron.

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## Conduct Appeal Process

Patrons who have their Library use privileges revoked or suspended may appeal in writing to the Director to have privileges restored. The suspension of the privilege to use the Library will remain in effect throughout this appeal process.

- The appeal must be submitted to the Director within 15 days from the date of revocation, or, for suspension periods consisting of less than 15 days, any time prior to the expiration of the suspension period.
- The Director, or designee, shall review an appeal made within the allotted time frame and provide the patron with a written decision within 10 business days of receipt of the appeal.
- The patron may appeal the Director's decision to the Board in writing within 20 days of the date of said decision.
- The Board shall review the appeal and the Director's written decision, along with any other relevant documentation or staff information, and will deliberate on the matter. If deliberation is not met with a consensus of the Board, the Board may require all involved in the matter to appear before them at their next regularly scheduled meeting.
- The written decision of the Board shall be provided to the patron and the Director within 45 days of the appeal to the Board or, in the event further discussion and deliberation was required, within 45 days following the regularly scheduled meeting which had including the matter as an agenda item.



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## Technology Use

The Library is pleased to provide Internet access to the community. The Library attempts to maintain patron confidentiality at all times, but cannot guarantee the confidentiality of information sent, received, or printed by a patron.

The Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computing resources. This includes any loss or harm incurred by a patron from giving personal or financial information across the Library's network and the Internet.

There is no guarantee of computer lab and/or Internet service at any specific time.

The Library Board of Trustees delegates to the Library Director the authority to create guidelines as may be necessary to ensure the efficient use of library technological systems.

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## Hardware and Software

Users may not install software on Library equipment. Users are not permitted to store data on the hard drives of Library computers. The Library is not responsible for equipment malfunction, loss or damage to user disks or devices.



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## Prohibited Uses

Use of the Library's technological resources is for lawful purposes only. Examples of prohibited and potentially illegal uses include but are not limited to:

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 networking including the Internet.
3. Attempting to harm or destroy the data of another user, the network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, uploading or creation of computer viruses.
4. Attempting to alter or damage any hardware, software, operating systems, or configuration files on Library equipment.
5. Attempting to use unauthorized computer accounts, access codes, or network numbers.
6. Transmission of speech that is not protected by the First Amendment.
7. Violations of another user's privacy.
8. Violations of copyright or other laws.
9. Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code.

Loss of Library privileges and criminal and/or civil prosecution are possible for illegal use of computing resources. Any staff member observing a violation of this regulation shall report such to the Library Director immediately and document the matter on a Library Incident Report form. At staff discretion, the patron will either be asked to conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will involve law enforcement as appropriate.

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## Internet Use and Safety

Public access to the Internet and online services has become an integral part of the Mountain Home Public Library's programs and services. The intent of this policy is to meet the provisions of the Children's Internet Protection Act (CIPA) and Idaho Code 33-2741, as well as provide guidelines for patrons and staff regarding Internet access and online computer use.

It is the policy of the Mountain Home Public Library to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

*This Internet Safety Policy was developed under the direction of the Board of the Mountain Home Public Library and was discussed and adopted, following public notice required by Idaho code, during an open meeting of the Library Board at their regular meeting on September 7, 2012.*

*This policy is effective September 7, 2012 and will be reviewed by the Mountain Home Library Board of Trustees at least every three years.*

The Mountain Home Public Library's Internet Access Policy complies with Idaho Code 33-2741 Public Library – Internet Use Policy Required and with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

*The Mountain Home Public Library has a policy of Internet safety, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are obscene, child pornography, or harmful to minors, as defined in I.C. 33-2741 and the Children's Internet Protection Act. The filtering software will be enforced to provide Internet safety during any use of a computer.*

Library policy may also limit Internet access or otherwise protect against materials other than the materials specified in Idaho statute.



<b>Policy Section</b>	<b>4.00</b>
<b>Number</b>	<b>4.06</b> <i>page 2/2</i>
<i>Effective</i>	<i>09-07-2012</i>
<i>Revised</i>	<b>09-02-2021</b>

## Internet Use and Safety

### Supervision and Monitoring

Based on federal and state requirements, Mountain Home Public Library's Internet access is filtered.

Procedures for disabling or otherwise modifying technology protection measures shall be the responsibility of the Mountain Home Public Library, staff, or designated representatives.

Adult patrons may request technology protection measures be disabled for lawful purposes before session log in. *Filtering software will be enforced to provide Internet Safety during any use of a computer by a minor.*

### Implementation Requirements

*A notice of the availability of this Policy will be posted in a conspicuous place within the library. The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted.*

\*Contents of this policy appearing in *italics* are mandated by Idaho Code and cannot be altered by the Mountain Home Public Library.

The Library Board of Trustees has scheduled review of this policy as follows:

First scheduled review date: *Board of Trustees Meeting, September 5, 2013*  
Second scheduled review date: *Board of Trustees Meeting, September 4, 2014*  
Third scheduled review date: *Board of Trustees Meeting, October 12, 2017*  
*Third scheduled review date: Board of Trustees Meeting, September 2, 2021*

<b>Policy Section</b>	<b>4.00</b>
<b><i>Number</i></b>	<b><i>4.06a</i></b>
<i>Effective</i>	<i>12-06-2018</i>
<i>Revised</i>	<b><i>09-02-2021</i></b>

## Child Computer and Internet Use

The Mountain Home Public Library employs content filtering technology solutions to ensure the protection of children computer users. Additionally, computer sessions are periodically observed by Library staff for violations of the Computer and Internet Use policy.

1. Definition of a Child: Any person under eighteen (18) years of age.
2. The Mountain Home Public Library supports parents and guardians in their efforts to guide their children's access to print, non-print and online information.
3. The use of the Internet through the library's connection is a privilege, and access is voluntary.
4. The library believes that the benefits of access to informational resources provided through the Internet far outweigh the potential disadvantages of such access.
5. The Mountain Home Public Library seeks to preserve a child's status as a full member of the Internet community.
6. The library cannot control the resources on the Internet. The Internet is not a static entity. It changes each minute, as new information is added and old information deleted. Some sites may contain information that is inaccurate, defamatory, illegal, obscene, or potentially offensive to some. The library can attempt to prevent direct access to materials that are not generally acceptable to a public library, but it is technologically impossible to prevent access to all resources, which might be objectionable to some people.
7. It is the responsibility of the parent/guardian to determine whether to place restrictions on their own children with regard to the use of the Internet.
8. Parents/guardians are responsible for their own children's behavior while using the library's Internet connection. The Mountain Home Public Library assumes no liability for inappropriate conduct or acts conducted on the Internet by children.
9. The Mountain Home Public Library reserves the right to deny Internet access to any child who is found to violate this policy adopted by the Board of Trustees of the Mountain Home Public Library.
10. Uses Not Permitted:
  - a. To access, upload, download or distribute pornographic, obscene, or sexually explicit materials;
  - b. To transmit obscene, abusive, or sexually explicit language;
  - c. To violate any local, state or federal statutes;

<b>Policy Section</b>	<b>4.00</b>
<b><i>Number</i></b>	<b><i>4.06b</i></b>
<i>Effective</i>	<i>10-06-2010</i>
<i>Revised</i>	<b><i>09-02-2021</i></b>

## Wireless Access

Wi-Fi is available for devices with wireless capability. Wireless users must abide by the Library's policies and regulations covering technology use while using the Library's wireless network.

Users are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The Library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the Library's wireless connection.

The Library is not responsible for any personal information (e.g., credit card, account numbers, etc.) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless-access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices. The Library accepts no liability for personal property brought into or used on the premises.

<b>Policy Section</b>	<b>4.00</b>
<b><i>Number</i></b>	<b><i>4.06c</i></b>
<i>Effective</i>	<i>12-06-2018</i>
<i>Revised</i>	<b><i>10-07-2021</i></b>

## Mobile Hotspots

In an effort to increase digital access for area residents, mobile hotspots are available to borrow from the Mountain Home Public Library.

The hotspots allow up to 5 devices to connect at a time with unlimited data. Hotspots are portable and work within the T-Mobile network area.

Hotspots are available to any Mountain Home Public Library account holder, 18 years or older, with an account in good standing (i.e. library record is not blocked due to unpaid fees or lost materials in excess of \$10). Hotspot devices:

- are limited to one device per household due to demand,
- may be reserved,
- may be checked out for 14 days,
- may not be renewed, and
- accrue fines at \$5.00 per day.

Hotspots must be returned to the Mountain Home Public Library circulation desks during regular business hours. Hotspots may not be returned in the bookdrops nor may they be returned to other LYNX! Consortium Libraries. If not returned when due, the Wi-Fi hotspot will be turned off remotely if it is not returned on the due date, and Internet access will not be available. If the hotspot is lost or damaged, please contact the library immediately. The replacement cost is the market value cost to replace the hotspot.

The Mountain Home Public Library is not responsible for any damage done to your personal equipment.

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Number	4.06d page 1/2
Effective	10-07-2021
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## Laptops

As another way to increase digital access for area residents, laptops will be available to borrow inside the Mountain Home Public Library.

The laptop checkout allows patrons the flexibility to social distance within the library, utilizing both device as well as the library's wifi connection.

The Library offers laptops for checkout within the Library building for adult patrons (18 years and older). A laptop can only be checked out to you if you present your physical library card to staff and if your account is in good standing (no fines exceeding \$9.99). Patrons will be required to provide a valid photo identification that will be held at the front desk until the laptop is returned.

**Borrowers agree to the library's Internet & Online Access Policy. Please sign and date this agreement, denoting your acceptance of the following terms, before the laptop can be checked out to you:**

- The laptop is to be kept within the Library building at all times – excluding the bathroom.
- The laptop is for your use only. Lending the laptop to another person is prohibited.
- Laptops have a checkout period of **2 hours**. The laptop must be returned within the checkout period. Failure to return the laptop in the time allotted may result in overdue fines. Borrowers will be charged a \$5.00 late fee for a laptop not returned by 15 minutes from time due, plus an additional \$5.00 for each 15 minutes the laptop is not returned (up to \$25.00/hour) Borrowers will be charged a \$50.00 fee for a laptop returned by staff when equipment is found unattended. **Laptops can be renewed for 30 minute increments as long as there isn't a wait list.**
- **Borrowers should not attempt to troubleshoot problems. Borrowers should immediately report to staff any loss of, or damage to, a laptop. The Library is not responsible for damage to an external device (i.e. a flash drive or other external device) or for the loss of data that may occur while the laptop is in use. Patrons may not alter, delete, copy, or tamper with any software loaded on the laptop or otherwise change its existing configuration. Patrons may not install software on the laptops.**
- **Lost, intentionally damaged, or stolen laptop fine is \$1000.00 for the replacement cost of the laptop, plus any accrued overdue fines. Laptops taken outside the building will be considered stolen and the police will be notified.**
- All library policies, including the Computer Use Policy, are in effect with the laptops. Please be aware this includes the filtering software.
- No food or open lid drink is allowed around laptops.
- Audio and/or video files must be played with headphones.
- Laptops are to be returned 30 minutes before closing and checked by a staff member.



<b>Policy Section</b>	<b>4.00</b>
<i>Number</i>	<i>4.06d</i> <i>page 2/2</i>
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<i>Revised</i>	<i>10-07-2021</i>

- Printing is not available from laptops. Patrons are urged to save their work on their own external memory device or cloud account. All documents will automatically be deleted when the laptop is turned off.

**Failure to abide by these terms will result in a loss of checkout privileges.**



<b>Policy Section</b>	<b>4.00</b>
<b><i>Number</i></b>	<b><i>4.07</i></b>
<i>Effective</i>	<i>10-06-2010</i>
<i>Revised</i>	<b><i>11-04-2021</i></b>

## 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.



<b>Policy Section</b>	<b>4.00</b>
<i>Number</i>	<i>4.07a</i> <i>page 1/2</i>
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<i>Revised</i>	<i>11-04-2021</i>

## 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 so 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.

### **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 is available on the Library's website and may be submitted to the Library Director or by email as a pdf to [librarydirector@mountain-home.us](mailto: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.



<b>Policy Section</b>	<b>4.00</b>
<i>Number</i>	<i>4.07a</i> <i>page 2/2</i>
<i>Effective</i>	<i>12-06-2018</i>
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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. If no response is provided within ten (10) working days the request will be deemed to be denied.

### **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 in excess of 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.





<b>Policy Section</b>	<b>4.00</b>
<b><i>Number</i></b>	<b><i>4.08</i></b>
<i>Effective</i>	12-01-2016
<i>Revised</i>	<b>11-04-2021</b>

## Photography

The Mountain Home Public Library often takes photos of its programs, activities, and their participants. Please be aware that these photos are for the use of the Library only and may appear in Library publicity (including social media) or on the Library website.

Those wishing not to be photographed or video recorded should inform the photographer. Names of individuals will not be used in photo captions unless permission is given by the individual.