

LIZARD BUTTE LIBRARY

SELECTION POLICY

The Lizard Butte Library will select and shelve materials for the interest, information, and enlightenment of all the people of the community. There will be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local. Materials of sound factual authority will not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

To provide materials for a cross-section of reading tastes and to ensure that the concept of freedom of access to ideas is upheld, the library will have in its collection materials of varied points of view some of which may be regarded by some persons as controversial whether because of religious or political expression or moral implication. No materials will be removed from the collection without formal review by the librarian and library board in accordance with the library policy for reconsideration of materials.

Date _____

Signed _____

Lizard Butte Library Board

LIZARD BUTTE LIBRARY

Policy for Reconsideration of Materials

The Lizard Butte Library will reconsider the inclusion of materials in the collection on an individual basis based on the completion of the form entitled Citizen's Request for Reconsideration of Library Materials and a formal review of the materials in question by the librarian and the library board.

Date _____

Signed _____

Lizard Butte Library Board

LIZARD BUTTE LIBRARY

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date of Request _____

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Telephone: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Complaint Represents:

- Myself
- An Organization If yes, please give name _____
- Other

How was the book brought to your attention?

Do you know, or have you read anything about the author?

Did you read the entire book?

Are you considering the book as a whole?

What in your opinion is the theme of it?

What do you object to in the book? (Please be specific.)

Have you read or heard any reviews of the book?

Public Services

In your opinion is there anything constructive about the book?

How would you like the library to respond to your complaint about the book?

- Do not loan to _____
- Reevaluate the book?
- Withdraw it from the library.

Signature

Service Policy

It is the policy of the Lizard Butte Library to provide service to those persons residing inside the boundaries of the area served by the Lizard Butte Library District. To receive service persons must fill out an application form, provide proof of residency by presenting mail they have received and agree to abide by the rules of the library.

- A. The librarian will select from the mass of available materials and organize for easy access those which best meet the needs of the community and users.
- B. The library staff will provide guidance and assistance for people to obtain the information they seek.
- C. The library will initiate programs, exhibits, book lists, etc. to stimulate the use of library materials for enlightenment of people of all ages.
- D. The library will cooperate with other community agencies and organizations to determine and meet the needs of the community.
- E. The library accepts a responsibility for securing information beyond its resources by borrowing for patrons' materials which are not owned by the library and which cannot be purchased or materials for which the demand does not justify purchase.
(See Interlibrary Loan)
- F. The library will lend to other libraries, materials which are not available in the borrowing libraries by means of the interlibrary loan network.
- G. The library will endeavor to maintain a balance in its services to all age groups. The library will cooperate with school libraries which are serving the district.
- H. Lizard Butte Library is open to the public as follows:
Monday 12:00pm to 6:00pm
Tuesday 12:00pm to 6:00pm
Wednesday 12:00pm to 6:00pm
Thursday 12:00pm to 6:00pm
Friday 12:00pm to 6:00pm
Saturday 10:00am to 2:00pm

Closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas day, and New Year's Day.
- J. Periodic review will be made of library services and hours.

Public Services

Library Board Chair

Date

COLLECTION DEVELOPMENT POLICY

THE MISSION: The mission of the Lizard Butte Library is to provide high-demand, high-interest materials and services for persons of all ages; to encourage children to develop an interest in reading; to support individuals in their independent learning programs.

PURPOSE OF THE POLICY: The purpose of this policy is to provide guidelines for the purchase of books and non-print materials.

COMMUNITY ANALYSIS: The library district encompasses the city of Marsing, and outlying agriculture areas within Canyon and Owyhee Counties.

PATRONS: The patrons are people from pre-school to retired.

PATRONS NEEDS & SERVICES/PROGRAMS: The patrons need current collections of fiction and non-fiction books. Education and interesting Children's programs as well as for the adults.

CURRENT COLLECTION: The collection contains about _____ books. An additional 600-700 are added per year.

INTERLIBRARY LOANS: Interlibrary loans are a valuable resource to an expanded collection. A book that is on the best seller list will be purchased, but three requests must be made on a specific book before it will be purchased.

Date _____

Signed _____

Lizard Butte Library Board of Trustees Chairman

Donations to the Library – Policy & Procedures

The library will accept the following kinds of donations:

Money

Furniture and other fixtures

Labor and materials used in the process of building repair/construction

Books – hardbacks and paperbacks in good condition

Office equipment in working condition

Miscellaneous office, janitorial, and other supplies

All item(s) must be listed on a dated and signed “Donations to the Lizard Butte Library” (see following form). The item(s) then become the sole property of Lizard Butte Library for use in the library, selling at a book sale, trading for other materials, or discarding to be determined by the Librarian or the LBL Board of Trustees.

Set prices (\$) on items for sale cannot be determined by the Library. But a suggested donation amount (\$) can be suggested.

The dollar amounts suggested (\$) on items to be sold is paid for by patrons, library staff and library board alike. There are no exceptions, unless determined by the Board of Trustees.

LBL Board Chair

Dated accepted

Public Services

Lizard Butte Library
PO Box 60
111 3rd Ave. W.]
Marsing ID 83639
(208) 896-4690

DONATION(S) TO THE LBL LIBRARY

Date _____

I hereby donate the following item(s) to the Lizard Butte Library District:

\$ _____ For: _____

I relinquish my rights to the above item(s) to the library. The library will have sole rights to the usage of said item(s). This includes: use in the library, selling at a book sale, trading for other materials, or discarding any item or items.

A copy of this transaction will be given upon request, for your tax deduction purposes. You will need to justify the dollar amount of your donation, as the library will not may any financial assessments of value on any donated item(s).

Signed _____

Address _____

Telephone: _____

Lizard Butte Library District

Signed _____

Position _____

VOLUNTEER GUIDELINES POLICY

VOLUNTEERS...The library welcomes volunteers. Volunteers must be sixteen (16) or over. They will work under the direction of the Librarian/Director and assigned by the librarian, duties as needed, such as housekeeping duties, shelf reading, summer reading programs, fund raiser, programs, and other specific projects. They will report directly to the librarian.

Only authorized personnel will be allowed behind the circulation desk, and in other offices of the library. A volunteer may be admitted into these areas if assigned a project by the librarian.

Volunteers will be bound by, and will follow all library rules, policies and procedures. They will follow staff rules of conduct and dress.

The Lizard Butte Library Board will send thank you cards to volunteers when they finish their volunteer time.

Revised _____

Signed _____

Lizard Butte Library Board of Trustees, Chairperson

COMPUTERS FOR PUBLIC USE – Policy

COMPUTERS USAGE- Usage of public computers only. Other computers located in the library are not to be used by the public. Computers use rules will be posted on the wall by the computers.

A. Person giving computer access to a patron must be:

1. A legal employee of the Lizard Butte Library.
2. Member of the Lizard Butte Library Board of Trustees.
3. A trained volunteer working with Librarian or Assistant Librarian.

B. Usage requirements:

1. No age limit.
2. Cannot owe any fines or fees to the library.
3. Patron assumes full responsibility for the sites accessed.
4. You will be charged with any damages to the computer/equipment that occurs during your usage of the computer. Computer privileges will be suspended until all matters are cleared.
5. Patron must respect the legal protection provided by copyright and license to programs and data.
6. The library is not responsible for any sites visited while using the computers or Wi-Fi.

C. Paper for computer copies

1. Copies will be paid for at the main desk after printing.

A. black and white copies - \$.10

B. black and white with small amounts of color - \$.10

C. full page colored graphics - \$.25

D. Time

1. First come first serve basis.
2. One half hour limit if someone else is waiting
3. Sign-up sheet indicating time signed in will be used when lineup of patrons occurs.

Date _____

Signed _____

Chairperson of Board of Trustees

Lizard Butte Library

COMPUTER USAGE AGREEMENT

Name _____ Date _____

Must not have any fines or fees owed to the library to use the computer.

COMPUTER RULES:

1. Patrons can only use computers designated for public use.
2. There is no charge for use of the computers
3. There is no age limit for use of the computers
4. Only use assigned computer
5. Loud or excessive behavior while using computers is prohibited. At the discretion of library staff, loss of computer privileges may occur, and/or you will be asked to leave the library if you fail to comply.
6. You will be charge with any damages to the computer/equipment that occur during your usage of the computer. Computer privileges will be suspended until all matters are cleared.

INTERNET – Access rules:

1. Patron must be eighteen (18) or over or have parents signature.
2. Patron must assume full responsibility of any minor children with them.
3. Patron assumes full responsibility for the sites accessed.
4. Any violation of knowingly accessing or using the computer for fraudulent means is guilty of computer crime which is a felony. (Idaho Code 18-2202)
5. Patron must respect the legal protection provided by copyright and license to programs and data.

Paper for computer copies:

1. Copies are paid for at the main desk after printing:
 - A. black and white copies \$.10
 - B. black and white copies with small amounts of color - \$.25
 - C. full page colored graphics - \$.10

Disclaimer

1. The Internet is an unregulated global entity. Due to its constantly changing nature, the Lizard Butte Library has no control over the information or its quality, accuracy or currency. The library assumes no responsibility for the content of any Internet sites. Each individual should determine the appropriateness of the material for his/her own needs.
2. Parents or legal guardians should provide guidance to minor's in their care, and are solely responsible for such minor's use of the Internet.
3. The Lizard Butte Library will not assume any responsibility for damages, direct or indirect, arising from use of electronic services through our system, including the internet.

I hereby agree to follow the rules and regulations as outlined.

Signed _____

LIZARD BUTTE LIBRARY POLICY ON ACCESS TO PUBLIC RECORDS

IDAHO CODE: 9-337 through 9-347 gives the public the right to examine and copy most documents that are created by the library itself and by local and state government agencies. There are some exceptions, and one of these exceptions are the library circulation records.

The public record's law has two major impacts on public libraries. On the one hand, it requires public libraries to make its records, with few exceptions, open to the public. On the other hand, the library is **required** to protect the confidentiality of library circulation records.

Procedure for requesting public records.

1. A written request for public records will not be required if the information can be routinely proved by the library.
2. A request for records will be granted or denied with three (3) business days.
3. 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) business days.
4. All request 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.
5. Photocopy fees. NO fee is charged for examining public records. If copies of public records are requested, the library will charge .10 cents per page copied. This is the library's actual cost for making a copy, and does not include administrative or labor cost for finding the records or making the copies.
6. Mailing and Faxing Records. Upon written request, the library will mail records to the person making the request. The person must provide a stamped, self-addressed envelope large enough to hold the requested records, and any postage cost in excess of \$1.00. The library will provide up to six pages by FAX, with the understanding that the person requesting the records will pay telecommunication charges in excess of \$2.00.

Denial of Requests

1. If there is any doubt about whether information should be disclosed, the staff member receiving the request will immediately direct it to the designated custodian. The custodian will ask for the request in writing. It is the library's policy that such a request will be reviewed by the library's attorney.
2. If a request for a record is denied in whole or part, a designations' custodian will notify the person making the request in writing. This notification will:
 - A. State that the library's attorney has reviewed the request.
 - B. Reference the section of law which excepted these records from public access.
 - C. Give information about the appeals process, which is to institute proceedings in the district court.
 - D. Include a certificate of mailing stating: I hereby certify that the original of this letter was deposited in the **United State Mail** Postage Prepaid this _____ day of _____ in the year of _____. Signed by the designated custodian of records.
3. If a request to correct a circulation record is denied, written notification of this denial will be made within ten (10) calendar days of the receipt of the request. The notice of refusal will state

Public Services

the reason for the refusal, and provide a statement of the appeals right, and certificates of mailing as in (D) above.

In the case that a request for a record has been denied, the library will mark the record so that it will not be purged, and remain in the records until the end of the appeal period (180 days) or until there is a decision on the appeal. The record will not be purged without the approval of the library board.

Date _____

Signed _____

Lizard Butte Library Board of Trustee's Chairman

Lizard Butte Library Patron Behavior Policy

Effective October 2009

The purpose of instituting guidelines for patron behavior at the Lizard Butte Library is to protect the rights of individuals to use library materials and/or services in a secure and peaceful setting, to protect the rights of staff members to conduct library business without interference, and to preserve library materials and facilities.

Idaho State Law gives the library board the right to establish rules and regulations to govern behavior in the library, and allows them to "exclude and cut off from the use of said library and its facilities any and all persons who shall willfully violate such rules" (Idaho Code, 1981, Chapter 33, Article 2605.)

These guidelines govern two general areas of behavior:

- 1) Offenses which run contrary to the City Code of Marsing and the laws of the State of Idaho and the United States.
- 2) Behavior which has been deemed unacceptable within the library, or on library grounds, by the Library Board.

Behavior in Violation of City, State and Federal Law

On the premises of Lizard Butte Library, the violation of any local ordinances or State or Federal Statutes will be regarded as a violation of library rules and reported to the proper authorities.

Among the misdemeanors prohibited by City Code of Marsing, which are readily applicable to the public library, are the following:

1. Discharging of firearms
2. Loitering
3. Disorderly conduct
4. Public indecency and lewd conduct

In addition, actions prohibited by Federal and State Statutes, whether felonies or misdemeanors, are prohibited in the library. Such illegal activities shall include, but not be limited to the following:

1. Assault, battery, and intimidation
2. Theft of library materials or another person's property
3. Criminal damage to property
4. Public intoxication (Idaho Code, Chapter 23, Article 604)

5. Carrying a concealed weapon without a permit (Idaho Code, Chapter 18, Article 3302)

General Rules for Library Behavior

The following rules for library behavior are meant to serve as guidelines for staff in maintaining the peace and security of the library.

1. All patrons will be required to wear shirts and shoes at all times in the library. Patrons not conforming to this rule will be asked to leave the premises until clothed properly.
2. No smoking will be allowed anywhere on library premises. Consumption of food or beverages will not be allowed in the library except within the staff lounge and meeting rooms. Patrons not conforming to this rule will be asked to leave the premises. Exceptions to this rule may be made by the Director when such activity is to be undertaken for purposes of benefit to the library or for programs sponsored by or approved by the library.
3. No animals, except seeing eye or hearing ear dogs and health assistant dogs, will be allowed within the library. Patrons not conforming to this rule will be asked to leave the premises. Pets left outside the library must be on a leash and must not interfere with other patrons who are entering or exiting the library. Exceptions to this rule may be made by the Director when such activity is to be undertaken for purposes of benefit to the library or for programs sponsored by or approved by the library.
4. No campaigning, petitioning, interviewing, survey-taking, soliciting, sales, or any other speech or conduct, which results in the disruption of library activities will be allowed in the library or on the library grounds. Patrons not conforming to this rule will be given one warning and then asked to leave the premises if such activity persists. Exceptions to this rule may be made by the Director when such activity is to be undertaken for purposes of benefit to the library or for programs sponsored by or approved by the library.
5. Loud, excessive and boisterous behavior will not be tolerated in the building or on the grounds of the library. This includes wrestling, running, fighting, quarreling, swearing, horseplay and angry complaints. Patrons not conforming to this rule will be given a warning or asked to leave immediately depending on the situation.
6. All children eight (8) years or under must be accompanied by an adult 18 years or older unless they enter the library solely to check out materials or attend a library sponsored or approved children's program. The parent or guardian must be with the child in the same area so they can supervise the child's behavior
7. All parents, teacher, guardians, baby-sitters and other adults will be responsible for the actions of their children while in the library. While the library encourages children to utilize the controlled environment of the children's area, excessive displays of unacceptable activity will not be tolerated. All patrons using the children's book area are responsible for picking up after themselves. Patrons not conforming to this rule will be asked to leave the premises.
8. All library users must conform to acceptable standards of personal hygiene in order to prevent the disturbance of other library patrons and their use of the library facilities. Patrons not conforming to this rule will be asked to leave the premises.

9. Library users may not harass or bother other library users or library staff within the library building or on the library grounds.
10. Library users may not engage in excessively loud conversations, or introduce other sounds, noise or music at a volume above the general noise level of the library at any given time.
11. The library staff may ask an individual to leave who is not using library material and has no reason for being in the library other than idle congregating, socializing, and roaming the library building or grounds,
12. The library is not designed to provide day-care services. Children and young adults should be engaged in using library materials or services while in the library. Children over the age of eight (8) should be encouraged not to remain in the library for more than one hour unattended unless pre-approved by a library staff member.
13. Bicycles, skateboards and rollerblades will not be allowed in the library. Vehicles must not interfere with library entrance/exit.
14. Patrons may not use library telephone without permission. Phones may only be used in case of an emergency, or for patrons needing a ride home. Telephone conversations must be as brief as possible.

Staff Handbook

All staff are responsible for monitoring these rules and regulations. Procedures for handling patrons committing the offenses is as follows:

1. All staff should be knowledgeable of the City Code of Marsing and Federal and State Statutes which regulate public behavior.
2. Any perceived violation of said statutes and/or ordinances should be reported to the Owyhee County Sheriff's Department immediately.
3. Following a report to the Sheriff's Department (which should NOT be done in the offending patron's presence), the staff involved should file a written report of the incident and inform the Director immediately.
4. The Director and staff will provide all necessary support until the police arrive to handle the situation,
5. Staff should avoid becoming involved in any situation related to the above-mentioned and similar offenses, particularly in a situation involving a dispute between two persons.

Guidelines for Staff Interpretation and Enforcement of Rules

As with any rule or regulation dealing with a non-dangerous library infraction, staff needs to exercise flexibility in interpreting the situation and tact in resolving any potential problems. Therefore, these guidelines are provided to assist staff in enforcing the rules in a manner that maintains public goodwill, order, and discipline in the library,

1. All staff, full and part-time, should become familiar with these rules and regulations and should be made readily available to patrons who request them
2. When dealing with a specific problem, staff should ask the patron if they are aware of the policy; if not, a copy should be given to them and the pertinent points explained.

They should be given a firm but polite warning and be advised what action will be taken should they choose to continue the unacceptable behavior. After giving a patron a warning, other staff members should be notified in writing that a warning has been issued. Two staff members should approach a patron when dealing with a volatile situation. If unacceptable behavior persists, staff may ask the patron to leave. If the patron has presented a problem before, staff may ask them to leave the building or grounds immediately without warning.

3. All staff should be aware of and enforce rules #6 and #7. Whenever possible, the staff should speak with the parents or guardians concerning the rules of behavior. However, the library is not responsible for informing patrons about library policies. It is the responsibility of the patron to be aware of library policies for themselves and their children.

4. Any person may, without prior notice or warning, be removed immediately from the library if his or her conduct on the premises poses a problem or potential threat to the security of any person or property, or if the individual's actions present a disruption to staff or library patrons.

5. Patrons who refuse to leave after being asked, cause repeated disturbances, or create a significant problem at any time may have their library privileges revoked or restricted. The Director may bar an individual from the library for up to one month. If the Director feels it is appropriate to bar an individual from the library for more than one month, he or she will seek final approval from the Library Board.

6. Any grievance regarding any actions taken by library staff to enforce library discipline and behavior guidelines must be submitted in writing to the Director. The Director will submit the grievance before the Library Board at the next available Board meeting for final dispensation.

7. All staff will be responsible for filling out an Incident Report for ANY problem, incident, or accident occurring in the library. This report should be filled out the day of occurrence and immediately submitted to the Director.

Unattended Children and Disruptive Behavior

Unattended Children Age 1-8:

Staff should make a concerted effort to identify all children ages 1-8 who are left unattended in the library. Many times these children are accompanied to the library by older friends or siblings. This does not constitute proper supervision.

Parents of unattended children in this age range should be identified and contacted as soon as possible. When a parent is located, whether in the library or at home, a copy of the library policy should be presented and explained.

If the parent cannot be located, the staff should choose from two options:

1. If accompanied by older siblings or friends, the children should be given a copy of our policy and asked to return home; or

2. Staff should continue to monitor the child by seating them in a nearby area until a parent returns to pick them up. At this time, library policy can be given to and explained to the parent.

Staff should avoid sending children of this age range home if it can be ascertained that no adults will be home to meet them.

Disruptive Children Age 1-8

Children who are being disruptive, or in violation of any rule listed above, will be asked to behave appropriately by staff. If the disruptive behavior continues, a staff member should inform the parent that their child is violating library policy and disturbing others. If the parent does not cooperate, staff should ask parents & children to leave.

Date _____

Signed _____
Lizard Butte Library Board Chair

Lizard Butte Library Incident Report

Your Name:

Date of incident:

Time of Incident:

Emergency Category:

- Abandoned child
- Drug/Alcohol use
- Arms/Agression/Threats
- Disruptive Behavior
- Harrasment
- Injury/Sudden sickness
- Refusing to leave when requested
- Sexual misconduct
- Theft
- Vandalism
- Weapons
- Other

Was Law Enforcement called?

- Yes
- No

Describe incident, location etc:

Name/Description of Offender:

Name/Description of Victim:

Public Services

List Witnesses with Contact Information:

Describe action taken by staff:

Other Remarks:

Mobile Hotspot Policy

Purpose: In an effort to increase digital access for area residents, mobile hotspots are available to borrow from the Lizard Butte Library.

Hotspot Borrowing Guidelines: The hotspots allow up to 8 devices to connect with unlimited data. Hotspots are portable and work within the T-Mobile network.

Hotspots are available to any Lizard Butte library account holder, 18 years or older, with an account in good standing (library account is not blocked due to unpaid fees or lost materials).

Hotspot devices:

- **Are limited to one device per household**
- **May be reserved**
- **May be checked out for 14 days**
- **May not be renewed**
- **Accrue fines at \$5.00 per day**
- **If patron is late returning the device twice they will no longer be allowed to check out item.**
- **Patron must sign policy acknowledging understanding of rules, fines and fees.**

Hotspots must be returned to the Lizard Butte Library checkout desk during regular business hours. **Hotspots may not be returned to the book drop.** If not returned when due, the Wi-Fi hotspot will be turned off remotely and Internet access will not be available. If the hotspot is lost or damaged, please contact the library immediately. **The replacement fee is the market value cost to replace the hotspot, currently \$180.00.** If the device is not returned all library access will be revoked.

Library Responsibility: The Lizard Butte Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Signed

Date

Library Procedures:

If the device is not returned on the due date it is to be turned off the next day. To do this go to the lizardbuttelibrary@yahoo.com email. Then the Mobile Beacon file. In this file there is an email with the subject line "Block and Allow Tool". Go to this email and then click the link in the email.

This will open a list of the mobile devices that we have. Reference the Hotspot Device List in the jannas drive on the Director computer. Using the name on ResourceMate get the Serial Number or phone number to reference on the Block and Allow Tool. Once you find the device you would like to turn off click the drop down menu under Request Reason. Then click the Continue button.

This will bring up a summary screen of requests. If it is all correct click on the Submit button. Once this is done you should receive an email letting you know that the request has been submitted. It can take up to 24 hours for the request to go through.

When the device is returned go back to the Block and Allow Tool. This time find the device that was blocked and click the box under select to reactivate. Then click on Continue. This will bring you to the Summary Screen again. Click on Submit. This process can take up to 24 hrs.

If the device is not returned after 2 weeks. Send them a letter using registered mail. There is a sample letter in this file labeled wifi letter 2. Change the patron information, print off and take to Post Office. They will help with all of the paperwork from there. It costs about \$7.00 to send registered mail. The patron has 2 weeks from the date of the letter to return the device without having to pay the late charges.

If the device is not returned in this time frame they will have to pay all late fees. At this point another registered letter would be sent stating they will need to pay fines and we will start court proceedings against them and that they can no longer use the library. This is a very last resort to get the device returned. There is a sample copy of this letter in this file labeled wifi letter 2.