

# STANLEY COMMUNITY LIBRARY POLICY MANUAL

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## I. GENERAL OBJECTIVES

The Stanley Community Library (the Library) accepts as its function the role of the public library in the United States. This function includes, but is not necessarily limited to, the responsibility to assemble, preserve, and make available to all members of the community book and non-book materials, including electronic access. These materials will assist individuals to educate themselves, keep pace with progress in all fields of knowledge, become better citizens, grow more capable in their daily occupations, develop their creative capacities, and make such use of leisure time as will promote personal and social well-being.

Toward these ends, the Stanley Community Library, in accordance with Idaho Code, guarantees to all members of the community equal access to its resources and collections without regard to race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, basis of disability, or any other qualifying factor.

The Library will strive to meet its goal of serving as a community center for information, education, recreation, and enrichment through the active promotion of improved library service locally, regionally, and throughout the State of Idaho.

## **II. BOARD OF TRUSTEES**

A Board of Trustees (the Board) will be elected according to the Bylaws of the Stanley Community Library and the requirements of the State of Idaho. The Board will be responsible to oversee the general operations, financial obligations and budgetary requirements of the Stanley Community Library.

An annual meeting will be held in June at a time and place designated by the Board of Trustees for the purpose of organizing the Board. At that time monthly meeting dates and times will be established.

## **III. LIBRARY STAFFING**

The Board of Trustees is responsible for hiring a Library Director to provide library services to the service area outlined in the Bylaws. The Library Director shall hire or oversee the hiring of all other employees based on the policies, procedures, and job descriptions created by the Board, and shall discipline and discharge any employee for cause, as necessary, according to the written policies of the Board in accordance with Section 33-2721, Idaho Code. The Library Director will be responsible for staff scheduling.

The Library Director shall have the authority to dismiss any library employee whose attitude, professional ethics, conduct, or performance of duties make such action advisable. Such recommendation will be based on documentation generated through an employee evaluation process and ratified by the Board of Trustees at the next scheduled Board meeting.

It is the policy of the Board of Trustees to encourage the personal and professional development of staff members through membership in civic, educational, and professional organizations. Attendance at library institutes and the conferences of library associations will be financed to the greatest extent possible within the restriction of the Library's budget.

Employee evaluations shall occur annually. The Library Director will be reviewed by the Board. The Library Director will evaluate support staff, review with individual (s), and report evaluations to the Board.

## IV. PERSONNEL SALARY AND BENEFITS

A. The Board of Trustees shall annually establish hourly pay rates for library personnel.

B. All employees shall earn paid vacation time for each month employed, but shall not be entitled to take any paid vacation leave until after the completion of one year of continuous employment.

| Years of Service | Hours Earned Per Month | Hours Per Year |
|------------------|------------------------|----------------|
| 1 - 3 years      | 4 hours                | 48 hours       |
| 4 - 5 years      | 5 hours                | 60 hours       |
| 6 - 12 years     | 6 hours                | 72 hours       |
| 13 - 20 years    | 7 hours                | 84 hours       |
| Over 20 years    | 8 hours                | 96 hours       |

C. The Library Director and staff who work an average of twenty (20) hours or more per week shall receive pay for days that he/she would normally work when the Library is closed for a regular holiday closure.

D. All employees who regularly work twenty (20) hours or more per week shall be granted one day of medical leave for each month of service in which he/she works a majority portion of that month. Medical leave shall be calculated proportionate to the average hours worked per day, and must be earned before it can be taken.

Medical leave may be used in cases of the employee's actual illness or disability or other health reasons, including medical appointments, necessitating the employee's absence from work. An employee may also use medical leave when needed to attend to a family member's serious illness, disability, or death and funeral in the family (including self, spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage).

Compensation shall not be provided for unused medical leave. Any unused medical leave upon resignation or separation will be forfeited.

## V. VOLUNTEER POLICY

The following policy is designed to include volunteers and promote a maximum degree of excellence in the Library. Volunteers can be an important extension of library staff and may perform a wide variety of tasks that are helpful to the institution.

A. Definition of Volunteer: One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of the Library and is not paid by Library funds.

### B. Utilization of Volunteers

1. In order to achieve the vision and mission statement of the Library, active participation of citizens, of a variety of ages, are a valuable resource to the library. Volunteers are recognized as contributors to the goals and services of the Library.
2. After fulfilling library procedures, the library staff accepts and encourages the involvement of volunteers in some areas of library service and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.

### D. Guidelines for Volunteers

1. Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
2. Volunteers must be approved by the Library Director prior to performance of assigned tasks.
3. Volunteers will receive training from designated library staff.
4. Volunteers may start service in 6th grade with parental permission. Procedures and requirements for the volunteer will vary with age and experience of the volunteer.
5. Reasonable special accommodations may be made upon request.
6. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation with library administration.
7. Volunteers will be covered with respect to liability insurance in relation to their duties at the library.
8. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.
9. The library staff will, upon request, provide letters of reference for a volunteer, if deemed appropriate.
10. Volunteers will show respect to patrons, other volunteers, and staff.
11. Volunteers are expected to adhere to all the Library policies and procedures.

12. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.
13. The Library reserves the right to terminate the services of the volunteer.

## VI. LIBRARY HOURS

- A. The Board of Trustees will review and set library hours as needed. Full library service shall be offered whenever the Library is open.
- B. The hours of opening shall be determined by:
  1. the convenience of all parts of the population, including working people;
  2. the ability of the staff to cover the hours of opening within the limits of the established work week; and
  3. budgetary concerns.
- C. Holidays and Emergency Closures:
  1. The Library may be closed on holidays if they fall on a regularly scheduled open day if the Library Director and the Board of Trustees concur. All holiday closures will be posted in advance.

Regular holiday closures include the following:

|                                      |                               |
|--------------------------------------|-------------------------------|
| New Year's Day                       | January 1                     |
| MLK Jr./Idaho Human Rights Day       | Third Monday in January       |
| Presidents' Day                      | Third Monday in February      |
| Memorial Day                         | Last Monday in May            |
| Juneteenth National Independence Day | June 19th, or nearest Monday  |
| Independence Day                     | July 4                        |
| Labor Day                            | First Monday in September     |
| Columbus Day/Indigenous Peoples' Day | Second Monday in October      |
| Veterans Day                         | November 11                   |
| Thanksgiving                         | Fourth Thursday in November   |
| Day after Thanksgiving               | Friday following Thanksgiving |
| Christmas Eve                        | December 24                   |
| Christmas Day                        | December 25                   |
| New Year's Eve                       | December 31                   |

2. An emergency closure may occur due to power failures, staff illness, or other unforeseen issues. The closure along with its reason will be posted as soon as possible.

## **VII. USE OF THE LIBRARY**

Because the Stanley Community Library is a tax-supported institution, its services and resources are available to those individuals who live or pay taxes within the Library District or who pay a non-resident fee for services. The Library allows browsers and students from all areas to use materials while in the Library. Reference assistance, the use of public access computers, and the use of Internet services are provided to all whether or not they are residents or purchase a non-resident card.

### **A. LIBRARY BORROWERS' CARDS**

Resident cards are free to individuals living within the Library District for more than one year, property owners in the district, and/or registered voters in the district. The Board of Trustees will set non-resident fees.

### **B. LIMITS ON BORROWING SERVICES**

Borrowing may occasionally be limited as deemed necessary by the Library staff in order to ensure quality service to the general public.

Unless staff determines that it is necessary to make adjustments, no more than eight (8) books and no more than four (4) items from the audio and video collection may be checked out by one individual at one time. Various types of materials within the audio collection may have more restrictive limits as set by staff. Patrons shall not be permitted to borrow all items in any given subject area.

### **C. FINES AND FEES**

#### **1. Overdue Fines**

Overdue notices will be sent periodically. No fees are assessed.

#### **2. Lost or Damaged Items**

If an item is lost or damaged, the patron shall pay the current list price plus a 20% processing fee. Loss of or damage to items loaned to other libraries through the interlibrary loan program shall be billed at a flat fee of \$35.00 for hardcovers and \$10.00 for paperbacks, or the actual replacement cost, whichever is higher. Outstanding charges for a lost or damaged item will suspend the use of a patron's library card until all charges are cleared.

#### **3. Fax, Copy, Print, and Internet Charges**

Donations for faxes, copies, prints, and use of the Internet will be encouraged.

### **D. DENIAL OF SERVICES**

The use of the Library or its services may be denied for due cause. Examples of such cause include but are not limited to the following: failure to return books or to pay penalties, destruction of library property, disturbance of staff, other patrons, or any other conduct on library premises conflicting with the general purpose of the library or inhibiting other patrons' enjoyment of the library. In the

event of continued or wanton violation of regulations, the case may be dealt with individually by the Board.

Any individual, after continued misuse or flagrant violation of the Library borrowing regulations, may be subject to suspension of library use privileges for up to 90 days at the discretion of the Library Director.

#### E. PUBLIC RECORDS

In conformance with the Idaho Public Records Law (IC9-337 through 9-350), the Stanley Community Library Board establishes this policy on access to the Library's public records. The Board of the Stanley Community Library believes that in a free and democratic society, the people must have access to governmental information. At the same time, the Board also recognizes the right of individual library users to be free to use library materials in confidentiality. The Board, therefore, endorses both the spirit and the letter of the Idaho Public Records Law.

##### 1. DESIGNATED CUSTODIANS OF THE LIBRARY'S PUBLIC RECORDS.

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

##### 2. ACCESS TO PUBLIC RECORDS. All records maintained by the Library shall be open to the public for inspection and copying during all hours the library is open, unless the information is specifically exempted from disclosure by law. It is the Library's policy to provide access to and copies of records immediately upon request whenever possible. Employees or board members receiving requests shall not ask why the information is being requested. When necessary, a designated custodian may authorize examination to be done outside of regular library hours.

##### 3. EXEMPTED RECORDS. The Stanley Community Library will deny requests for any records which are exempted in the Public Records Act (IC Section 9-340). The following exemptions apply to the Library: Most personnel information, information relating to cost estimates prior to bidding on public projects, records relating to appraisal of real property prior to acquisition, records of gifts to the Library when the donor has placed a limitation that is a condition of the contribution, and library circulation records.

##### a. PERSONNEL INFORMATION. The employment history, classification, pay grade and step, longevity, gross salary and salary history, status, and workplace of any employee, while under the employment of the library, are required to be disclosed to any person who requests the information.

Other information relating to an employee or applicant, such as home address, social security number, and telephone number shall not be

disclosed to the public without the written consent of the employee, applicant, or designated representative. Employees may copy and inspect their own records, except for material used to screen and test for employment.

- b. **LIBRARY CIRCULATION RECORDS.** The Stanley Community Library, with the exception of those items in circulation at any given time, does not maintain circulation records which, when examined alone or examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from the Library. To the extent allowed by law, the Library will resist disclosing circulation records to any person, organization, or governmental agency or entity. Statistical circulation information that does not identify any particular person may be made public. After providing identification, a person may inspect his/her own circulation records to the extent that they exist. Requests to make a correction in circulation records must be made in writing.

#### 4. PROCEDURE FOR REQUESTING PUBLIC RECORDS.

- a. A written request for public records will not be required if the information can be routinely provided by the Library.
- b. A request for records shall be granted or denied within three (3) days.
- c. 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) days.
- d. All requests shall be responded to, 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.
- e. Photocopy fees. No fee is charged for examining public records. If copies of public records are requested, the Library will defer to Idaho Code.
- f. 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 contain the requested records, and any postage costs in excess of the current standard letter rate. The library will provide up to five (5) pages by fax, with the understanding that the person requesting the records will pay telecommunication charges.

#### 5. DENIAL OF REQUESTS

- a. If there is any doubt about whether information should be disclosed, the staff member receiving the request shall immediately direct it to the



designated custodian. The custodian shall require the request in writing. It is the Library's policy that such a request shall be reviewed by an attorney.

- b. If a request for a record is denied in whole or in part, the designated custodian shall notify the person making the request in writing. This notification shall:
  - i. State that an attorney has reviewed the request.
  - ii. Reference the section of law which exempted these records from public access.
  - iii. Give information about the appeals process, which is to institute proceedings in district court.
  - iv. Include a certificate of mailing stating: "I hereby certify that the original of this letter was deposited in the United States mail, postage prepaid, this \_\_\_\_ day of \_\_\_, 20\_\_." Signed by the designated custodian of records.
- c. If a request to correct a circulation record is denied, written notification of this denial shall be made in writing within ten (10) calendar days of the receipt of the request. The notice of refusal shall state the reasons for the refusal, provide a statement of the appeals rights, and include a certificate of mailing as in iv. above.
- d. In the case that a request for a record has been denied, the Library shall mark the record so that it will not be purged, and will retain the requested records until the end of the appeal period (180 days) or until there is a decision on the appeal. The record shall not be purged without the approval of the designated custodian of the Library's public records.

#### F. SECURITY POLICY

Patrons are welcome to use the Library, its materials, equipment and facilities, in a manner and to the extent consistent with the Library's mission. Patrons whose conduct is inconsistent with the Library's mission will be encouraged to conform their behavior or will be asked to leave the Library.

In particular the following conduct is prohibited:

- 1. Possession of a weapon within the library building. "Weapon" is defined as a firearm or other object capable of ejecting a projectile harmful to humans, a knife, dirk, or dagger having a blade three (3) inches or more in length, a snap-blade or spring-blade knife of any length, an ice pick or similar sharp object, a straight edge razor or any razor blade fitted to a handle, and any cutting, stabbing, or bludgeoning weapon or device capable of inflicting bodily harm to another person.
- 2. Any criminal activity.

3. Theft, destruction, or injury to library equipment or property, or using library equipment in a manner other than that intended by the manufacturer.
4. Engaging in behavior which is disturbing or threatening to other patrons or staff.
5. Bringing an animal into the Library, other than an assistance dog that has been trained as a guide dog for a blind or visually impaired person, a hearing dog for a hearing impaired person, or a service dog for a physically disabled person.
6. Soliciting and/or selling items with no direct benefit to the Library, or distributing leaflets of any kind.
7. Loitering, sleeping, or following staff members or other patrons around the building, or otherwise engaging in behavior offensive to staff or patrons.
8. Impeding the free movement of persons into or out of the Library.
19. Smoking in the Library building or on Library grounds.
10. Entering the library without wearing pants/skirts, shirt and shoes.
11. Using roller blades or skateboards, or bringing bicycles inside the Library building.

Responsibility for the care, safety, and behavior of children and vulnerable adults using the library rests with the parent, legal guardian, or caregiver who is of sufficient age and ability to attend to the safety and ensure the appropriate behavior of library patrons who cannot be responsible for themselves. Children under the age of 5 must be attended by a parent or other responsible care-giver at all times while in the Library.

Any Library staff member observing a violation of this policy shall either ask the patron to conform their conduct to the requirements of this policy or may revoke permission to use the Library and, when appropriate, call the Police to investigate the matter as a trespass.

## **VIII. COMPUTER ACCEPTABLE USE**

The Stanley Community Library supports customers' informational, educational, and recreational interests by providing free access to services, materials, and information via the internet. The internet offers access to many valuable sources of information. However, some information found on the internet may be

inaccurate, incomplete, dated, or offensive to some individuals. Customers using the internet must evaluate the validity and appropriateness of information found.

#### A. ACCESS TO INTERNET RESOURCES

Computer use is limited to one-half hour if other customers are waiting to use a computer. Computer users are encouraged to give a donation for using the printer. Users may not engage in any activity that interferes with the ability of other patrons to use the Library and its resources. The Library's computers are not private, and websites visited and images viewed should not be considered private. Library personnel may access "tracing" files to maintain system integrity and to investigate violations of law or policy.

#### B. INTERNET SAFETY

The Library obeys the law. Computer use and internet access is for legal purposes only. Any illegal activity will be reported to law enforcement officials. The following activities are not permitted on the Library's internet service or computers:

- Damaging or altering the configuration of the computer equipment or attempting to damage or gain unauthorized access (Hacking);
- Violations of copyright laws or software licensing agreements;
- Activity which is unlawful, libelous, or slanderous;
- Activity which violates another customer's legally-protected privacy rights;
- Viewing sexually explicit material, as defined by Title 18, U.S. Code §2256;
- Access and display of materials that are obscene as defined in Idaho Code §18-4101, or constitute child pornography as defined by federal statutes, 18 U.S. Code §1460 and §2256, the federal Children's Internet Protection Act, HR 4577 §1701, and Idaho Code §33-2741 Public Library Use Policy.

The Library has filtering software installed to block inappropriate material, but sites may still be encountered that customers may find personally offensive. For this reason, customers assume responsibility for their own use of the internet. Parents who are concerned about the contents of the internet are advised to supervise their children's use of the Library's internet service.

The Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computers. This includes any loss or harm incurred by a customer from giving personal or financial information on the Library's network and the internet.

Subject to staff supervision, technology protection measures may be disabled or minimized for bona fide research or other lawful purposes.

Violation of policy will result in revocation of library privileges. One week for the first offense and up to a year for the second offense at the discretion of the library director.

## **IX. COLLECTION DEVELOPMENT AND MAINTENANCE**

A. MISSION: The Stanley Community Library provides current high demand, high interest material and information for persons of all ages.

### **B. THE NATURE AND QUALITY OF THE MATERIALS**

Each type of material for the general reference and circulating collections will be considered in terms of its own kind of excellence and the audience for which it is intended. There is no single standard which can be applied in all cases when making an acquisition decision. Some materials will be judged primarily in terms of artistic merit, scholarship, or value as human documents; others will be selected to satisfy the recreational and entertainment needs of the community.

Some materials evaluated are subject to widespread or local demand; items experiencing such demand may be added to the collection even though they do not meet the general and specific criteria contained in this policy. To build a collection of merit and significance, materials are evaluated against general and specific criteria; selections are made in accordance with one or more of these criteria:

#### **1. General Criteria**

- a. suitability of physical form for library use
- b. present and potential relevance to community needs
- c. suitability of subject and style for intended audience
- d. appropriateness of medium to content
- e. insight into human and social condition
- f. importance as a document of the times
- g. relation to existing collection and other material on subject
- h. reputation and/or significance of author
- i. skill, competence, and purpose of author
- j. attention of critics, reviewers, and public
- k. currency
- l. popularity of subject matter or author

#### **2. Specific Criteria for Works of Nonfiction**

- a. scope and authority of subject matter
- b. comprehensiveness and depth of treatment
- c. objectivity
- d. accuracy and logic of presentation
- e. clarity of style
- f. representation of challenging, though extreme or minority, point of view
- g. scarcity of information in subject field

#### **3. Specific Criteria for Works of Fiction**

- a. representation of important movement, genre, trend, or national culture
- b. vitality and originality

- c. artistic presentation
- d. sustained interest
- e. effective characterization and/or realistic portrayal of life
- f. authenticity of historical or social setting

#### C. RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection lies with the Library Director, who operates within the framework of this policy. Patron recommendations for purchases are encouraged and will be given serious consideration. The Director selects materials from a variety of aids and reviewing sources, including but not limited to:

- a. professional library journals
- b. periodicals of general interest
- c. annual lists of notable books and bestsellers
- d. subject bibliographies
- e. publishers' review copies of materials

#### D. EXCLUSION OF MATERIALS

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles in this policy.

Responsibility for children's use of materials rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered.

Although materials are carefully selected for the Library's collection, there can arise differences of opinion regarding "suitable materials." Only resident card holders of the Library District may request that material be withdrawn from or restricted within the collection. This requires submitting a "*Request For Reconsideration of Library Materials*" form (see [APPENDIX B](#)), which is available in the Library.

Materials will remain in the Library's collection and in circulation while under challenge until a decision is made to remove them from the collection.

The Library Director will review the request and discuss the reasons for the submission, also explaining the Library Materials Collection Development and Maintenance Policy. When a written *Request for Reconsideration of Library Materials* is filed, the materials under consideration will be reviewed by the Board of Trustees in a timely manner. The decision of the Board will be communicated to the patron in writing. The decision of the Board shall be final.

Each work will be considered as a whole, and individual passages will not be treated out of context. Books that are recognized as classics and are of literary merit are included in the collection, even though they may contain a word or sentiments which, today, may be considered unacceptable.

No materials shall be excluded from the Library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, or if the work is deemed a significant artistic endeavor. No challenges of curated lists will be considered. Once challenged, an item may not be challenged for three years.

#### E. MAINTAINING THE COLLECTION

The collection shall be examined periodically for the purpose of weeding, binding, or repairing of materials. Similar criteria will be used in weeding materials from the collection as are used in their acquisition.

## X. ELECTRONIC RESOURCES COLLECTION DEVELOPMENT

The Stanley Community Library chooses resources to reflect a broad spectrum of learning needs, viewpoints, and reader interests, with the understanding that individuals make their own choices as to what electronic resources they access based on individual interests and needs. The Library supports the rights and responsibilities of parents or guardians to choose appropriate items for their own minor children. The Library adheres to the [American Library Association Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#) and considers all materials in the collection protected by the [First Amendment of the United States Constitution](#). The Stanley Community Library neither approves nor disapproves of the views expressed in materials included in the collection.

#### A. SELECTION CRITERIA

The Library seeks to meet the learning and reading needs of a diverse population representing a variety of backgrounds and points of view.

The general criteria for selection listed below applies to the selection of all materials. Not all titles or collections will meet all the criteria listed below, but will fall in at least one of these categories:

1. Accuracy and timeliness of content
2. Availability of individual and series titles
3. Cost and available funding
4. Favorable professional reviews
5. Local or regional interest
6. Public demand, interest, or need

7. Relation to existing collections
8. Reputation/qualification of author or publisher
9. Publisher and/or vendor terms of use and retention

Suggestions for purchase are encouraged to ensure the collection is meeting the needs of all patrons. Such recommendations will be given serious consideration in accordance with the criteria used in making selection decisions.

#### B. ACCESS

Access to each collection will vary depending on vendor requirements and other agreements, including vendor contracts and library reciprocal borrowing agreements.

#### C. COLLECTION MAINTENANCE

Numerous factors determine the nature of electronic resource collection maintenance. Items that are obsolete, unused, outdated, or are unnecessary duplicates may be removed. Some publishers place time and/or circulation limits on e-book and e-audio titles, resulting in a lapse of access. The decision to replace them will depend on several factors, including:

1. Current number of holds
2. Format or content obsolescence
3. Placement in a series
4. Replacement cost
5. Total number of circulations
6. Total number of holds

#### D. GIFTS

The Stanley Community Library is unable to accommodate electronic resource gifts of personally purchased titles, due to technical and licensing limitations. Monetary gifts, without imposed conditions, will be accepted, and purchased resources will follow the selection and maintenance criteria in the document.

#### E. REQUESTS FOR RECONSIDERATION OF MATERIALS

The Idaho Commission for Libraries (ICfL) will review decisions regarding specific titles and electronic resources upon written request. The State

Librarian or designee will provide a Request for Reconsideration of Electronic Resource Material form for this purpose.

When a fully completed Request for Reconsideration Form is received, the ICfL will begin its reconsideration process. This process will consist of the following steps:

1. The E-Resources Library Consultant will convene a group to review the material(s) under consideration and communicate their decision to remove, reclassify, or retain materials in question to the patron within 60 business days of receipt of a completed Request for Reconsideration of Electronic Resource Material form.
2. Should the patron not be satisfied with the decision, the patron may appeal the decision to the ICfL Board of Commissioners within 10 business days of receipt of the group's decision.
3. The ICfL Board of Commissioners will review the material(s) in question, along with a full consideration of the specific material in relation to the Collection Development Policy and make a final determination, via written response to the patron, of the matter within 60 business days of the receipt of the appeal request.

The ICfL Board of Commissioner's decision is final. Material(s) being questioned will remain available to other patrons during the reconsideration process. In reviewing all Requests for Consideration, each work will be considered as a whole, and individual passages will not be considered out of context. They will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are deemed controversial.

## **XI. SOCIAL MEDIA POLICY**

### **A. PURPOSE**

Social media provides a valuable, timely, and efficient way for the Stanley Community Library to disseminate information about and promote Library news, events, resources, and services. It also serves to inspire conversation and expand the Library's connection with the community. The Stanley Community Library regards social media as equally important as any other venue for the dissemination of library information.

### **B. DEFINITION OF SOCIAL MEDIA**

Social media is defined as a website or application where creative and informational content is created and shared to allow users to participate in



social networking. The Stanley Community Library only utilizes Facebook at this time. Other platforms may be investigated and used in the future.

### C. USAGE RULES

The Stanley Community Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be regularly reviewed and the Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic.

The Stanley Community Library is not responsible for or liable for any content posted by any participant in a library social media forum who is not a member of the library's staff.

Users should have no expectation of privacy in postings on Library-sponsored social media sites. By using such sites, users consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Followers or Subscribers Lists. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts, and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed immediately from any Stanley Community Library social media forum:

1. Obscene content or hate speech
2. Personal attacks, insults, or threatening language
3. Private or personal information, including phone numbers and addresses, or requests for personal information
4. Potentially libelous statements
5. Falsification of identity
6. Plagiarized material
7. Comments, links, or information unrelated to the purpose of the forum
8. Spam or other commercial, political, or religious messages unrelated to the library or its social media posting
9. Solicitation of funds
10. Any images, links, or other content that falls into the above categories

The Library reserves the right to ban or block users who have posted in violation of this policy. Repeated violations of this policy will culminate in

commenters being blocked. Any threatening comments or messages may be forwarded to local authorities.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State law.

The Library asks that individual user complaints be addressed directly to the library administration so they can be addressed quickly and specifically. Social Media is not the mechanism used by the Library to document or address library user problems and concerns, or influence library policy, procedures, or programs. All complaints must be emailed to [stanley.id.library@gmail.com](mailto:stanley.id.library@gmail.com) and will be forwarded accordingly.

## **XII. GIFTS AND BEQUESTS**

### **A. ACCEPTANCE OF GIFTS**

The Board of Trustees of the Stanley Community Library looks with favor upon tenders of gifts in the form of materials and funds to be used for the purchase of materials or other items. The Board reserves the right to reject any gift that it does not find suitable or that has unrealistic stipulations placed upon it. Books and other materials will be accepted on the condition that the Library Director or his/her designate has the authority to make whatever disposition is deemed advisable. Staff members responsible for selection of materials will base their decision to include gift materials in the library collection upon the following considerations:

1. whether they conform to the Library's standards of materials selection;
2. whether the physical condition is satisfactory; and/or
3. whether the Library needs the title or added copies of the title in its collection.

When the Library receives a cash gift for the purpose of memorial, tribute, or other reason, the selection will be made by the donor and/or the Library Director at the request of the donor. The general nature of the book, or its subject area, will be based upon the interests of the deceased or the wishes of the donor, and the needs of the Library. Should the donor indicate no preference for a specific use of the gift, the donation shall be used in a way and for whatever materials or equipment are deemed to be of greatest need for the Library.

Gifts other than books shall be accepted or rejected on the basis of artistic quality, suitability to the Library's purposes, and availability of space for their display. The Director or his/her designee has the authority to accept or reject such gifts. The decisions regarding acceptance of a specific gift shall be

conveyed to the Board of Trustees and may be subject to further consideration by the Board.

Gifts of money, real property, and/or stock will be accepted if they comply with state codes governing such gifts; provided, in accordance with Idaho State Code, stock will be sold, with the proceeds deposited in the Library's account.

The Library will not accept materials that are not outright gifts.

#### B. RECEIPTS

A receipt will be provided at the donor's request. The Library will not appraise or estimate the value of non-cash gift donations. The responsibility for such appraisal lies with the donor.

The IRS has determined that the Stanley Community Library is exempt under library district laws and that gifts to the Library are tax-deductible. In addition, the current Idaho Tax Code allows a substantial tax credit for contributions to Idaho public libraries, including Stanley Community Library. Donors should consult their tax advisor.

#### C. DONOR RECOGNITION

The purpose of a formal recognition program is to thank donors, to encourage others to give, and to build healthy long-term relationships between the Stanley Community Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable.

Donors may be recognized on recognition boards or other recognition vehicles that are placed in a centralized location to maximize impact and visibility. Individual, corporate, foundation, government and other benefactors will be recognized according to the level of their respective support. Other publications, such as newsletters, brochures or advertisements, may provide additional opportunities for donor recognition.

The Library may consider individual plaques, paving stones or equivalent acknowledgement for substantial donations at the discretion of the Board of Trustees. The Library reserves the right to name or re-name designated facilities, resources or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the Board of Trustees determines that continued association does not support the mission or image of the Library.

The Stanley Community Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order or where otherwise required by law.

### **XIII. USE OF THE MEETING ROOMS**

The Board of Trustees of the Stanley Community Library endorses the [Library Bill of Rights](#) as adopted by the American Library Association Council, which states:

“Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

#### **A. PROCEDURES GOVERNING THE PUBLIC USE OF LIBRARY MEETING ROOMS**

1. Library-sponsored activities are given priority in the consideration of the use of the rooms; however, the Library will not cancel an existing reservation for the purpose of having a Library program.
2. Rooms are not available for political, money-raising, or commercial purposes. The deciding factor in identifying “commercial” meetings will be whether on-site sales will be attempted or any form of solicitation for funds will be made on site. Meetings or gatherings at which funds are solicited for Library purposes, or at which an author speaks and offers the author’s own books for sale, are acceptable.
3. In compliance with Idaho State law, smoking in all meeting rooms is prohibited.
4. Organizations holding meetings assume responsibility for any damage to rooms or contents. No additional furniture or equipment other than that furnished by the Library is to be used without approval of the Library Director. The room must be cleared of above-mentioned furniture and equipment, as well as any other items used (boxes, brochures, etc.) at the end of the meeting, unless written permission to leave the materials has been secured in advance from the Director.
5. The room must be left in a neat and orderly condition and in the order in which it was found. If it is not, notice will be given to the group that a second offense will result in its being denied further use of Library rooms.
6. Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all Library rules and regulations.
7. With notice, the library reserves the right to revoke permission to use any meeting room. The Director is authorized to deny permission for the use of Library rooms to any group that violates Library regulations.

8. The fact that a group is permitted to meet at the Stanley Community Library does not in any way constitute an endorsement by the Library staff or board of the group or its beliefs.
9. All news releases, publicity, or advertisements relating to any program or meeting held in one of the Library's meeting rooms shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the Library unless the Library has formally agreed to co-sponsorship.

#### **B. LIABILITY STATEMENT**

Any organization using a Library meeting room agrees that:

1. It will pay for all damage to any property of the Stanley Community Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization, or any of its invitees; and
2. It will save and hold harmless and indemnify the Stanley Community Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting.

### **XIV.        DISPLAYS AND EXHIBITS**

Library bulletin boards and exhibit spaces are intended primarily for promotion of Library services and activities. However, consistent with the Library's role as a community information resource, these areas are available to organizations and individuals engaged in educational, cultural, informational, intellectual, and charitable activities on a space available basis. Approval of materials for display or distribution ultimately shall be at the sole discretion of the Library Director. In all instances, the Library reserves the right to refuse any materials for posting. It is the policy of the library not to advertise commercial endeavors unless the Library is a beneficiary of those endeavors. The Library will attempt to protect material displayed, but cannot be responsible for loss or damage to such material.

#### **A. BULLETIN BOARDS/DISTRIBUTION OF HANDOUTS/PETITIONS/ SOLICITATION AND SALES**

The Library will permit distribution of, or will post on its bulletin boards, announcements of the cultural activities of the community and public announcements of general interest to the community, subject to the following guidelines:

1. Notices about Library-sponsored activities are given priority when space is limited.

2. Posters, notices, and material for distribution shall be submitted to the Library Director for approval. Nothing may be posted or removed from bulletin boards except by authorized Library staff. Approved items will be posted. All items will be discarded upon their removal. The Library will discard all items not approved for posting or distribution.
3. Posters and notices with printed price charges may be accepted, but not those announcing events designed to make a profit for a commercial enterprise.
4. Individuals representing themselves or any group other than the Library are strictly forbidden to distribute advertising literature, circulate or post petitions, or solicit funds for any purpose either in the Library building or within 20 feet of the Library's front entrance.
5. Non-library sale of any item(s) in the building or anywhere on Library grounds is allowed only with the permission of the Director. Under limited circumstances, the Library will act as an agent to sell materials.
6. Posting of notices and distribution of material does not imply endorsement by the Library.
7. Political advertising is prohibited.

## B. EXHIBITS

The Library may allow, at the discretion of the Library Director, some artistic, historic or collectible exhibits and displays on a temporary basis. No exhibit or display will be permanently housed at the Library. Personal collections for permanent or long-term exhibit or display cannot be accepted as donations due to space limitations and liability issues. If items are to be covered by insurance, the exhibitor is responsible for coverage.

## XV. PANDEMIC POLICY

This policy is to establish the protocol to be used in the event of a pandemic. Review is required in the event of a pandemic.

If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of public health officials. The intent of this policy is to maintain the safety of the Library patrons and staff while providing core services with limited staff and/or reduced hours due to a pandemic. A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

### A. Library Closure Mandate

The Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

#### B. Discretionary Service Level Changes

At the discretion of the Library Trustees or Director, the Library may close, modify its operating hours, or limit services temporarily in the event that staff levels are insufficient or staff health concerns exist.

At all times during the pandemic:

- Improve hygiene procedures for cleaning and disinfecting common areas
- Allow staff to wear personal protective equipment (PPE) while administering public services
- Masks may be required for patrons
- Communicate new requirements and changes to staff and patrons

#### C. What follows are various operational options by service area and gathering level:

##### *Entrance and Exit to Building*

- 1) Stay at home order
  - a) entrance is restricted to staff performing critical duties
  - b) Bathroom is closed to members of the public
- 2) Gatherings of no more than 10
  - a) Staff can enter to obtain materials
  - b) May work with members of the public on an appointment only basis using distancing procedures and PPE
  - c) Bathroom is closed to members of the public
- 3) Gatherings of no more than 50
  - a) Staff can resume some desk functions
  - b) Limit the number of patrons in the building
  - c) Masks required
  - d) Bathroom is closed to members of the public
  - e) Separate hours for vulnerable populations
- 4) No distancing limits
  - a) Entrance to the building is not restricted
  - b) Bathroom may be used by members of the public
  - c) Consider separate hours for vulnerable populations

##### *Holds Pickup*

- 1) Stay at home order
  - a) No holds pick up should take place
- 2) Gatherings of no more than 10
  - a) Consider some version of holds pick up using self-checkout
- 3) Gatherings of no more than 50

- a) Holds pick up ok but encourage self-checkout
- 4) No distancing limits
  - a) Normal holds pick up
  - b) Consider separate hours for vulnerable populations

#### *Materials Handling*

- 1) Stay at home order
  - a) Book drops are closed
  - b) Minimize handling of materials by staff
- 2) Gatherings of no more than 10
  - a) Book drop may be opened but materials should be quarantined for 72 hours before returning them to circulation
- 3) Gatherings of no more than 50
  - a) Book drop is open. Consider quarantining materials for at least 24 hours
- 4) No distancing limits
  - a) Book drop is open and there is no need to quarantine materials

#### *Checkouts*

- 1) Stay at home order
  - a) Checkouts limited to electronic services
- 2) Gatherings of no more than 10
  - a) Checkout procedures may resume with self-checkout
- 3) Gatherings of no more than 50
  - a) Self-checkout may continue
- 4) No distancing limits
  - a) Normal checkout procedures
- b) Staff encouraged to wear PPE when assisting patrons

#### *Programs*

- 1) Stay at home order
  - a) Virtual programs only
- 2) Gatherings of no more than 10
  - a) Virtual programs only
- 3) Gatherings of no more than 50
  - a) Virtual programs encouraged
  - b) Consider in-person programs by reservation only with masking and physical distancing required
- 4) No distancing limits
  - a) May resume in person programming
  - b) Masks may be encouraged or required

#### *Use of the Community Room*

- 1) Stay at home order



- a) Community room remains closed to the public
- 2) Gatherings of no more than 10
  - a) Community room remains closed to the public
- 3) Gatherings of no more than 50
  - a) Consider use of the community room by reservation only during library hours
  - b) Consider time limits for reservations
- 4) No distancing limits
  - a) Use of the community room during library hours is limited based on the number of patrons who can be present and maintain physical distancing (3-4 patrons)
  - b) Use of the community room by groups outside library hours allowed

#### *Internet Access*

- 1) Stay at home order
  - a) Outside wi-fi use only
  - b) Library may consider boosting wi-fi capacity to continue to serve patrons
- 2) Gatherings of no more than 10
  - a) Inside computer use by appointment only
  - b) Limited number of computer stations
  - c) Computer stations disinfected between each use
  - d) Patrons may not participate in video meeting in the main library if they expect to speak during that meeting
- 3) Gatherings of no more than 50
  - a) Limited number of computer stations
  - b) Computers disinfected between each use
- 4) No distancing limits
  - a) Normal use of the library computers may resume
  - b) Provide disinfectant wipes for patrons to use or staff should disinfect computers between uses

#### *Shared Materials in the Library (headsets, staplers, hole punches, toys)*

- 1) Stay at home order
  - a) No shared items are provided
- 2) Gatherings of no more than 10
  - a) No shared items are provided except public printers
- 3) Gatherings of no more than 50
  - a) Shared office supplies such as staplers, hole punches, and printers may be provided
  - b) Shared headphones, toys and games should NOT be provided
- 4) No distancing limits
  - a) Shared office supplies continue to be available
  - b) Consider restricting use of shared items that are placed on the head, face or, potentially in the mouth (like toys for young children).

## **XVI. AMENDMENTS, REVISIONS, AND REMOVAL**

Violation of policy will result in revocation of library privileges. One week for the first offense and up to a year for the second offense at the discretion of the library director.

This policy manual will be reviewed on an annual basis.


The Board of Trustees of the Stanley Community Library may amend the provisions of all or any portion of this policy statement at any time.

|                 |   |
|-----------------|---|
| Adopted         | <u>June 6, 2006</u>   |
| Revised         | <u>November 20, 2007</u>  |
| Revised         | <u>October 15, 2008</u>   |
| Revised         | <u>June 17, 2009</u>  |
| Revised         | <u>May 18, 2011</u>   |
| Revised         | <u>April 25, 2012</u>   |
| Revised         | <u>March 11, 2015</u>   |
| Revised         | <u>April 11 2018</u>  |
| Reviewed        | <u>April 14, 2020</u>   |
| Revised         | <u>May 10, 2022</u> (Computer Acceptable Use added)                             |
| Amended/Revised | <u>October 10, 2023</u> (Digital Collection Dev. & Social Media Policies added) |
| Revised         | <u>Feb 13, 2024</u> (Computer Acceptable Use updated)                           |

# APPENDIX A: Volunteer Agreement

| VOLUNTEER APPLICATION AGREEMENT – THE STANLEY COMMUNITY LIBRARY   |        |                |                |
|---|--------|----------------|----------------|
| NAME OF VOLUNTEER (LAST; FIRST):  |        |                |                |
| ADDRESS:  | CITY:  | STATE:         | ZIP CODE:      |
| DATE OF BIRTH:  | PHONE: | EMAIL ADDRESS: |                |
| <b>EMERGENCY CONTACT INFORMATION</b>  |        |                |                |
| NAME (LAST; FIRST):   |        | PHONE:         | EMAIL ADDRESS: |
| ADDRESS:  | CITY:  | STATE:         | ZIP CODE:      |
| <b>VOLUNTEER SERVICE POSITION DESCRIPTION</b>   |        |                |                |
| Library Volunteers support Library Staff in various capacities to ensure smooth daily operations and quality service to patrons. Duties may include employing good interpersonal and customer skills, greeting and directing library visitors, assisting at circulation desk with checking in/out materials, answering phone calls and reference questions, assisting patrons with the library's public access computers, helping with printing and faxing, shelving returned materials, helping manage shelves (dusting, reading, edging, shifting, weeding), cleaning, helping with community events and programs, and other tasks as directed. It is important to be reliable, dependable, and prompt. Volunteers must uphold library policy, maintain confidentiality, accept direction, advise supervisor of concerns, and ask questions if unsure of proper procedures. |        |                |                |
| <b>APPLICANT INTERVIEW QUESTIONS.</b>   |        |                |                |
| Why do you want this volunteer position?  |        |                |                |
| What are your three greatest strengths and how will this benefit the library?   |        |                |                |
| What is your favorite book and why?   |        |                |                |
| <b>PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18</b>  |        |                |                |
| NAME OF VOLUNTEER (LAST; FIRST):  |        | PHONE:         | EMAIL ADDRESS: |
| ADDRESS:  | CITY:  | STATE:         | ZIP CODE:      |
| I affirm that I am the parent/guardian of the above-named volunteer. I have read the attached description of the service that the volunteer will perform. I give my permission for _____ (name of youth) to participate in the specified volunteer activity.  |        |                |                |
| Parent/Guardian Signature:  |        |                | Date:          |
| <b>VOLUNTEER AFFIRMATION</b>  |        |                |                |
| I do hereby volunteer my services as described above, to assist in the authorized activities at The Stanley Community Library and I agree to follow all applicable safety guidelines.   |        |                |                |
| Signature of Volunteer:   |        |                | Date:          |
| <b>THANK YOU FOR YOUR INTEREST IN VOLUNTEERING FOR THE STANLEY COMMUNITY LIBRARY!</b><br>Please return your completed application agreement to Jane at stanley.id.library@gmail.com or in person at the library   |        |                |                |

## APPENDIX B: Book Challenge Form

|   |   |
|---|---|
| <b>Request for Reconsideration of Library Materials</b>   |  |
| Your Name _____   |   |
| Your Address (Physical) _____   |   |
| Your Address (Mailing) _____  |   |
| Are you a Stanley Community Library resident card holder? _____   |   |
| <b>Item Description</b>   |   |
| Title _____   |   |
| Author _____  |   |
| Type of Material (book, audio book, etc.) _____   |   |
| 1.) Did you review the entire item? _____ If not, which sections did you review?<br>_____<br>_____  |   |
| 2.) To what in the item do you object? (Please be specific; cite pages, sections, etc.)<br>_____<br>_____   |   |
| 3.) In your opinion, what harmful effects might result from the use of this item?<br>_____<br>_____   |   |
| 4.) Do you see any value in the use of this item? (Instructional, literary, etc.)<br>_____  |   |
| 5.) Should the opinion of any additional experts in the field be considered? Please list suggestions.<br>_____<br>_____                                   |   |
| 6.) In place of this item, would you recommend other material you consider to be of equal or superior quality for the purpose intended?<br>_____<br>_____ |   |
| 7.) Do you wish to make an oral presentation to the review committee? _____   |   |
| _____<br>DATE   | _____<br>SIGNATURE  |
| Stanley Library<br>240 Niece Avenue / P.O. Box 230<br>Stanley, ID 83278<br>208.774.2470<br>stanley.lili.org   | Libraries<br>to be proud of!  |