

DeMary Memorial Library

Policies and Procedures

August 2022

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Bylaws and Rules of The Board of Trustees of the DeMary Memorial Library

Article I - Name

This organization shall be called “The Board of Trustees of the DeMary Memorial Library” existing by virtue of the provision of Title 33, Chapter 26 of the Laws of the State of Idaho and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II - Membership

Section 1. Members of the Board of Trustees shall be appointed by the Mayor and City Council in accordance with Idaho Code 33-2604.

Section 2. A vacancy shall be reported to the City Council within five days whenever a member dies, resigns, moves out of the city limits, or fails to attend, without an excuse acceptable to the board, two (2) consecutive regular meetings.

Article III - Officers

Section 1. The officers shall be a chairperson, a vice-chairperson, and a secretary, elected from among the appointed trustees at the annual meeting of the Board in January.

Section 2. A nominating committee shall be appointed by the chairperson one month prior to the annual meeting in January who shall present a list of nominees at the annual meeting. And/or nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting in January at which they are elected and until their successors are duly elected.

Section 4. The chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The vice-chairperson, in the event of the absence or disability of the chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

Section 6. The secretary shall keep a true and accurate record of all meetings of the Board, may assist the Library Director in issuing the notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Article IV - Meetings

Section 1. The regular meetings shall be held on a uniform day each month, the day and hour to be set by the Board at its annual meeting in January, unless otherwise ordered by the Board. Notice of any such meeting shall be posted in accordance of Idaho's public meeting laws.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of the annual report, shall be held at the time of the regular meeting in January of each year.

Section 3. Time limits for presentations are set at five minutes for committee reports, city liaison report, and Friends' report. Limit of public comments are set to two minutes.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit. In compliance with the Open Meeting Law, the agenda of the Library Board shall be posted in the Library at least forty-eight (48) hours prior to the meeting. Any changes to the agenda must be made prior to the Call to Order. The agenda must not be changed once the meeting is called to order.

- Changes to the Agenda
- Call to Order
- Approval of Agenda
- Approval of Minutes
- Financial Report
- Approval of Financial Report and accept payment of bills
- Remarks from city liaison
- Public Comments
- Report from the Friends
- Committee Report(s)
- Director's Report
- Unfinished Business
- New Business
- Executive Session, when needed
- Adjournment

Section 5. Special meetings may be called by the secretary at the direction of the chairperson, or at the request of two members, for the transaction of business as stated in the call for the meeting. If the time and place of a special meeting has not been determined at a regular board meeting with all board members present, a notice of the time and place of the special meeting shall be sent to all board members. Notice of any such meeting shall be posted in accordance of Idaho's public meeting laws.

Section 6. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

Section 7. Conduct of meetings: proceedings of all meetings shall be governed by *Robert's Rules of Order Newly Revised*, latest edition, Procedures in small boards [Rules for Small Boards].

Article V - Library Director and Staff

The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall recommend to the Board the appointment and specify the duties of library employees and shall be held responsible for the proper direction and supervision of staff, for the care and maintenance of the library property, for an adequate and proper selection of items in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the Board provided that such appointment shall be reported to the Board at its next regular meeting.

Article VI - Committees

Section 1. The chairperson shall appoint standing committees as needed. Members of standing committees are appointed at the annual meeting in January, and serve for one year. Committee members may serve for more than one year on any standing committee provided that such member is appointed annually.

Section 2. The chairperson shall appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 3. All committees shall make a progress report to the library Board as needed.

Section 4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII - Amendments

These bylaws may be amended by a simple majority vote of all members of the Board at any meeting that has a quorum, provided written notice of the proposed amendments shall have

been provided to all members at least seven (7) working days prior to the meeting at which such action is proposed to be taken.

Article VIII - General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The chairperson may vote upon and may move a proposal before the Board. No seconds shall be required for the Board to consider a motion.

Section 2. Any rule or resolution of the Board, whether contained in these by-laws or otherwise may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least three members of the Board shall be present and three of those present shall so approve.

By-laws adopted by the DeMary Memorial Library Board of Trustees this
_____ day of _____ (month) _____ (year).

Chairperson

Secretary

Article IV Section 3 added and approved May 14, 2014

Article IV Section 4 Public Comments added and approved May 14, 2014

Article IV Section 7 amended to clarify edition and approved Jan 10, 2018

Article IV Section 4 amended to change the order of business and approved Jan 10, 2018

MISSION STATEMENT DeMARY MEMORIAL LIBRARY

The DeMary Memorial Library provides timely, popular and interesting materials in a variety of formats for persons of all ages, and it supports individuals pursuing a sustained program of learning independent of any educational provider.

SECTION 1: USE OF THE LIBRARY

1.01: PATRON PRIVACY POLICY

The Public Records Act was passed by the 1990 legislature. Therefore, on July 1, 1990, Idaho became the 43rd state to protect the confidentiality of the library circulation records. Confidentiality extends to information sought or received, and materials consulted or borrowed, and includes database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services, whether collected purposefully or inadvertently.

The Library does not collect personal information about a library user when a user visits the Library's Website, makes use of the online catalog without logging in, or registers for a program, unless the user authorizes the Library to have that information. The user has the option to participate or not participate in these services.

To receive a library card, library users are required to provide identifying information such as name, birth date, driver's license, mailing address, phone number, and email address. This identifying information is retained as long as the library user continues to use the library card, and for a period of three (3) years after the card is allowed to expire. A user's library record includes current information, items currently checked out or on hold, as well as overdue materials and fines. When signing up for a new library card or renewing an existing card, users will be given the option of whether they would like the library to keep a record of materials checked out under the individual's account.

Confidential records will not be disclosed except to:

- 1) The cardholder (with card or other proper id). NOTE: Parents of children under the age of 12 may be told what the child has checked out. Parents of children age 12 and older cannot be told what materials a child has checked out without the child's consent.
- 2) Staff of DeMary Memorial Library or LIBRI System, Inc consortium members acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- 3) Persons authorized by the cardholder to access the individual's records identified by a signed note of permission given by the cardholder.
- 4) Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such

subpoena or search warrant, the Library President will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

Pending changes in Federal Law, the policy of this library will be to refuse any person, acting individually or as a representative of a group with exception of those named above, to examine or copy any of the aforementioned library records. The library will deny this request in writing within three working days.

1.02: PHOTO RELEASE POLICY

Smile! DeMary Memorial Library reserves the right to utilize photographs or videos taken at the library for publicity purposes in printed materials and online. All library patrons consent to the use of their photo or video image taken at the library, unless they specifically inform staff of an objection to such use. This policy will be posted in all library meeting rooms, public bulletin boards, and on the library website.

1.03: CIRCULATION RULES, REGULATIONS AND PROCEDURES

1. All borrowers must have a completed application form on file before any items are loaned.
2. Persons over eighteen (18) years of age are required to show proof of residence in the City of Rupert. This may be a current driver's license showing their current address, a rent receipt, a utility bill, or other proof deemed sufficient by the library staff.
3. Persons living outside of the City of Rupert shall pay the current non-resident fee. This fee covers all family members living in the same household. Cards may be purchased for a minimum of three (3) months. Individuals may also elect to purchase a digital-only card. This card gives access to all digital content including e-books, e-audiobooks, and online services, but no physical items may be checked out.
4. Persons not living in the City of Rupert but who own property and/or a business where they pay property taxes to the City of Rupert may have the non-resident fee waived. They must show proof of ownership with a tax receipt or other documentation deemed sufficient by the library staff. Cards will cover immediate family members living in the same household.
5. Borrower's privileges will be suspended to persons who have overdue or lost material(s). Borrower's privileges will be denied until all items are returned or any replacement charges are paid. Overdue fines for hotspots must be paid before a hotspot can be checked out again.
6. Items are assumed to be lost after six (6) weeks. Borrowers will be expected to pay replacement costs plus a handling fee.
7. Books and audiobooks are checked out for a period of three (3) weeks, with the option to renew for an additional three (3) weeks twice per item per household. Videos are checked out for one (1) week, with the option to renew for an additional week twice per item per household. Video games are limited to two (2) items per household at a time and checked out for a period of two (2) weeks, with the option to renew for an additional two (2) weeks once per item per household. Board games are checked out for a period of one (1) week, with the option to renew for an additional week once per item per household. Kits, including but not limited to Storytime kits and LEAP kits, are limited to two (2) items per household at a time and check out for a period of two (2) weeks, with the option to renew for an additional two (2) weeks once per item per household. Hotspots are limited to one (1) item per household at a time and checked out for a period of one (1) week, with the option to renew for an additional week once per item per household. Items may be renewed online, through the library app, or by phone.
8. Certain materials which are in high demand, such as new items and hotspots, will have a two (2) day waiting period after check in before they can be borrowed again

by the same individual or household. Demand is determined at the discretion of library staff.

9. Children's cards at DeMary Memorial Library are issued to applicants who live outside the city limits of Rupert, Idaho, and are 17 years of age or under, with an adult parent/guardian co-signer present. To apply for a new child card, the adult parent/guardian co-signer must complete and sign the application and present it in person at the circulation desk of DeMary Memorial Library along with a valid/acceptable photo ID. The fee for a new child card is \$2.00. The card will be valid for six (6) months from the date of issue.

To renew a child card, the applicant need only pay the renewal fee of \$2.00, and the library staff must receive verbal approval from the parent/guardian co-signer. Each renewal will be valid for six (6) months from date issued.

On a child library card, up to two (2) age-appropriate books may be checked out at a time. No multimedia items may be checked out on a child card.

The child library card is intended to provide reading material to the child card holder only. If parent/guardian wishes to check out material, they are encouraged to apply for a regular full access library card. If the child card holder wishes to check out more than two (2) books and/or gain access to multimedia items, they are encouraged to apply for a regular full access library card.

1.04: SERVICES AND EQUIPMENT AVAILABILITY

DeMary Memorial Library offers the following services to the public:

COPY MACHINE provides users with a convenient way to have copies made of non-copyrighted material. The library staff will assist the patron in its use. Special rights are granted to libraries to photocopy certain copyrighted materials when the purpose is for study. A fee will be collected for all copies made.

FAXING provides users with a way to scan and send documents to the requested recipient, or receive faxes from a sender. The library staff will assist patrons with this service, and a fee will be collected for each page sent or received.

INTERNET ACCESS/COMPUTERS/LASER PRINTER provides computer access to the internet. All internet users will abide by the computer lab policies. A fee will be collected for each page printed.

TV/DVD allows the viewing of videos with the permission of the Director or person in charge. The Library Director and staff may set time limits for any person using these items.

INTER-LIBRARY LOAN allows patrons of the library to borrow books from other libraries through library staff assistance.

TELEPHONES may be used for brief (5 minutes or less) local or toll-free calls only, with permission of library staff.

1.05: INFORMATION SHEET FOR PATRONS

DeMary Memorial Library

demary.lili.org
417 7th Street, Rupert ID 83350-1692
Tel: (208) 436-3874 Fax: (208) 437-7251
Shambry Emero, Director

WELCOME TO YOUR LIBRARY

HOURS

Monday-Friday: 10:00 am – 7:00 pm
Closed Weekends and Holidays

Items	Checkout Period	Renewals
Books and Audiobooks	3 weeks	2
Kits / limit of 2	2 weeks	1
Videos	1 week	2
Video Games / limit of 2	2 weeks	1
Board Games	1 week	1
Hotspot / limit of 1	1 week / \$2.00 per day late fee	1 per household

If desired, items may be renewed by phone or via the internet, unless there is a hold on that item. To access your account online, use your full library card number for the ID and the last four numbers of your card for the pin.

Non-Resident Fee: \$45.00 + tax/year per household.
\$22.50 + tax /6 months per household.
\$11.25 + tax /3 months per household.
\$10.00 + tax/year Digital Only card. Access to digital content only.
\$2.00 + tax /6 month child card. Ages 17 and under. Limit 2 items out, no videos or video games.

Damaged items: Charges will be assessed according to the damage. Excessive damage will be charged the new item replacement price.

Lost items: Charges will be based on item price, plus handling fee of \$5.00.

Suspended Privileges: Checkout privileges will be suspended for patrons with items more than 4 days overdue or unpaid fees.

Internet Access: Internet access is available free of charge to any individual.

Services: Printouts/copies are \$0.15/page + tax for black and white, and \$0.25/page + tax for color.

Outgoing faxes are \$0.50/page, incoming faxes are \$0.15/page + tax.

1.06: CELL PHONE POLICY

We understand that cell phones are a necessary part of our lives and that you cannot always control the time someone might call. We expect such calls to be answered in such a way as to limit disruption to our other patrons.

1.07: UNRULY PATRON POLICY

PURPOSE: The DeMary Memorial Library intends to provide a quiet, sanitary, orderly environment for its patrons. The Board of Trustees of the DeMary Memorial Library does consider certain circumstances, conduct and behaviors to be disruptive, inconsistent with the aforementioned purpose, and contrary to the best interest of the library and its patrons.

OFFENDING BEHAVIOR: Any person who willfully disturbs the peace or quiet of the patrons or employees of the DeMary Memorial Library by loud or unusual noise, or by tumultuous or offensive conduct, or threatening, traducing, quarrelling, challenging to fight, or by offensive or menacing conduct, behavior or other circumstances, conduct or behavior, shall be considered in violation of the Unruly Patron Policy.

PROCEDURE: Any person determined to be in violation of this policy shall be requested to leave the library premises, and if said patron(s) refuses to leave, or returns, the library personnel shall call the Rupert City Police Department and request that the Police issue a violation for "Trespass".

1.08: Unattended Child and Vulnerable Adult Policy

The DeMary Memorial Library is dedicated to providing a welcoming and safe environment for patrons of all ages. Sharing this environment with other people requires that everyone follow Facilities Use Policy and the Unruly Patron Policy established by the Library Board of Trustees and posted within the library and on the library website.

The DeMary Memorial Library welcomes all patrons to use its facility and services. Children and vulnerable adults using the library should always be accompanied by a parent, guardian, or assigned caregiver.

Due to the many responsibilities of the library staff, monitoring of each minor's behavior and location is not possible. Library staff does not assume parental responsibilities or oversight for children or vulnerable adults while in the library. A parent, legal guardian, or caregiver is responsible for monitoring the activities and managing the behavior of minors or vulnerable adults during their library visit. The following guidelines will be followed concerning the care and behavior of library users:

- **Children under the age of 10** and vulnerable adults who are unable or unwilling to care for themselves must have a parent/caregiver in the immediate vicinity of and must be in visual contact. The assigned caregiver must be a responsible person and must carry emergency contact information. An exception would be children attending a library program without a parent/caregiver in the room. However, the parent/caregiver is expected to remain in the library building and immediately join the child at the end of the program.
- If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, appropriate law enforcement or child protective authorities will be notified to assume responsibility for the welfare of the child or vulnerable adult.
- **Children age 10 and older** may use the library on their own. However, parents are still responsible for the actions and well-being of their child(ren). In accordance with DeMary Memorial Library's Facilities Use Policy and the Unruly Patron Policy, patrons, including children, using inappropriate behavior may be asked to leave the library. **If a child 10 and older is not able to leave the library on his/her own then he/she should not be in the library without a parent/caregiver.** All unaccompanied children at the library should have the telephone number of someone who can assist them in an emergency.
- **Closing Time** - Children who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. If a child 17 or younger is not picked up within ten minutes after closing, library staff will call the Rupert Police Department. Two staff members are required to stay with children until they are picked up. Under no circumstances will library staff transport or take a child or vulnerable adult away from the library building.

An unattended child generally is defined as:

- A. a child under the age of ten (10) who is not accompanied by a parent, legal guardian, or caregiver age 14 or older;
- B. a child under the age of eighteen (18) who is not accompanied by a parent, legal guardian, or caregiver and who does not know or have the information necessary to contact a parent, legal guardian or other responsible adult;
- C. a child under the age of eighteen (18) who is not accompanied by a parent, legal guardian, or caregiver and who is not picked up by closing time and who needs assistance procuring transportation;
- D. a child under the age of eighteen (18) who is not accompanied by a parent, legal guardian, or caregiver and who appears to need staff help beyond assistance with normal library services.

A vulnerable adult is an adult who should not be left alone in the Library or is unable to reasonably care for himself/herself in an emergency situation. This includes adults who are mentally or physically challenged and who need staff help beyond assistance with normal library services and are not under the direct supervision of a parent, legal guardian, or caregiver. Additionally, an individual is considered a vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation.

1.09: Computer and Internet Usage Policy

The DeMary Memorial Library provides public computer access to the internet as an informational, educational, and recreational resource. The internet enables library patrons to access information beyond that contained in the building. This library does not monitor materials that are on internet sites and cannot be held responsible for content.

The DeMary Memorial Library complies with the Children's Internet Protection Act (CIPA) which requires the library to equip all computers with filtering software that protects against access to visual depictions that are obscene or constitute child pornography or are otherwise harmful to minors, as defined by Idaho Code § 33-2741. However, parents must assume responsibility for their children's use of the internet through the library's connection.

DeMary Memorial Library patrons may have access to the internet stations after reading and agreeing to abide by this Computer and Internet Usage Policy.

The procedure for using the computer lab:

- Sign in to the station using your library card number or the guest access code.
- No reservations are taken for computer usage except for class time provided by library staff.

User Responsibilities

- You must use headphones for any program or website which has sound, so as not to disturb others. The library strongly encourages you to use your own headphones, but they can also be checked out at the front desk with appropriate collateral.
- You may only send or receive e-mail using your own non-library e-mail account.
- You may not use personal software on library computers. The library is not responsible for any loss or damage to any computer disks, storage devices, files, or data.
- You may only download to an external storage device such as a flash drive. You may not save to a compact disc. Downloading to a library computer's hard drive is prohibited.
- Printers are available for patron use for a fee.
- You may take no action that improperly restricts or inhibits other patrons from using and enjoying the internet and other library resources within state and federal laws. Such behavior is strictly prohibited and will result in loss of computer privileges. Unacceptable uses may include, but are not limited to:
 - Harassment of other library patrons, computer users, or library staff
 - Unauthorized access to files, data or passwords
 - Access of materials which are abusive, obscene, sexually oriented, racially offensive or violate or support violation of state, federal, or local law.
 - Committing libel or slander
 - Disruption or unauthorized monitoring of electronic communications

- Transmission of material, information, or software in violation of local, state, or federal laws is prohibited
- Unauthorized copying of copyrighted materials
- Violations, or attempts to violate, computer system security and/or software license agreements
- Any malicious attempt to harm or destroy the hardware or software on the system, or any of the other agencies or networks connected to the Internet is prohibited. This may include, but is not limited to, the uploading or creation of computer viruses
- Incurring any costs to the DeMary Memorial Library
- Payment for all computer-related items or services provided by the library must be rendered immediately.

While respecting individual users' rights to privacy, library staff reserves the right to monitor use of the computers to ensure compliance with this policy. Staff will ask users to remove themselves from the area if they observe any behavior that they judge to be in conflict with this policy and may revoke computer access privileges.

The library may deny or restrict use by individuals who violate any part of this policy. Any patron who has had access to or use of the library's computers restricted or denied may appeal any such decision in writing to the library Board of Trustees. The Board, within the time frame of two meetings, will address any such appeal. Minors appealing any such decision must be represented by a parent or guardian.

The library urges parents to become familiar with the internet and discuss with their children appropriate use of the internet.

This policy is subject to change. Adequate notice will be given in writing and prominently displayed.

Adopted by the DeMary Memorial Library Board of Trustees this

_____ day of _____ (month) _____ (year).

Chairperson

Secretary

Internet Policy reviewed: January 8, 2020

Internet Policy reviewed: December 8, 2021

Internet Policy reviewed: March 8, 2023

SECTION 2: COLLECTION DEVELOPMENT

2.01: COLLECTION POLICY

It is the function and duty of the DeMary Memorial Library to ensure public access to the Library's building and all materials contained therein which may aid persons in their pursuit of education, information, research, recreation, and self-determined use of leisure time. The Library, so far as its resources permit, will provide materials that help the library meet its objectives. The DeMary Memorial Library Board of Trustees has adopted this Collection Policy to provide guidance for the selection and evaluation of materials to provide a balanced and relevant collection that meets the needs of the Rupert and Minidoka County community.

Responsibility for materials selection rests with the Library Director and his/her staff operating within the policies and objectives of the Library. Selectors shall attempt to ensure a reasonably balanced representation of various viewpoints. No books or other library materials shall be excluded because of the race, nationality, sex, or of the political, social or religious view of the author.

The Rupert community includes people from diverse educational, cultural, and economic backgrounds who display a variety of interests, needs, values, and viewpoints. Selectors recognize the importance of informed citizens who are familiar with issues facing the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through the diversity of materials, not an equality of numbers. Selection of books and other library materials shall be made on the basis of their value of interest, information, and enlightenment of all people of the community.

The DeMary Memorial Library adheres to the American Library Association's Library Bill of Rights and the Freedom to Read statements. Inclusion of material in the collection does not imply the library's endorsement of it or its contents. Censorship is purely an individual matter and while anyone is free to reject for himself/herself materials of which he/she does not approve, he/she cannot exercise censorship to restrict the freedom of use and access to others. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein.

The choice of library materials is also an individual matter. DeMary Memorial Library shelving is divided into sections such as Fiction, Young Adult, Juvenile, Children's Books, DVDs, et cetera for ease of use, but customers of any age may use materials in all sections of the library. The responsibility for the reading and use of library materials by minors rests ultimately with their parents or legal guardians.

The following criteria are used to determine the selection of an item. An item need not meet all of the criteria to be acceptable. Other considerations may be applicable in specific subject areas.

1. Popular demand
2. Timeliness or lasting value
3. Relevance to community needs
4. Scarcity of material on the subject and availability elsewhere
5. Authority and competency of presentation, author or publisher
6. Representation of diverse points of view and broad knowledge base
7. Adequate standards of quality in content, format and physical appearance
8. Price

Materials in electronic format are evaluated using the following additional criteria.

1. Added value over other formats
2. Availability of access (i.e. single user or unlimited access)
3. Complements print collection

In addition, items in demand may or may not meet the criteria above. Local demand is a valid factor in selection. The Library actively solicits community input concerning selections of materials. Any resident of the community should feel free to recommend titles or subjects desired to the Library Director or the Library staff. These recommendations will be given consideration by the Director when ordering Library materials.

Items that do not fit the criteria of the Library's collection development policy, but which are of interest to a patron, may be obtained through Interlibrary Loan. Materials obtained through this process are subject to the same circulation policies as other Library materials, and patrons are expected to return items in a timely manner and in the same condition as received.

Providing a resource where individuals can freely examine many points of view and make his or her own decision is one of the essential purposes of the library. Serious works, which attempt to present an honest phase of life, are not necessarily excluded because of coarse language, content, or because of objection by staff, trustee, and/or the public. Individual passages or illustrations in whatever format or medium, when taken out of context or purpose, is not considered adequate reason for rejection or removal of an item. No library materials may be sequestered except to protect against vandalism and theft.

The collection is generally not archival, with the exception of certain items deemed historically significant which pertain to the Mini-Cassia region or the State of Idaho, and items are expected to be used frequently. A practical, useful collection will be maintained through a continual process of discard and addition.

Collections are assessed to make space for current materials, to make collections more attractive, and to ensure the material's relevance and interest to the community.

Materials are withdrawn from the collection based on the following criteria:

1. Currency
2. Accuracy

3. No longer of interest or demand
4. Wear and damage
5. Duplicate holdings with low demand
6. Space limitations
7. Availability from other libraries
8. Repeated pilferage, where administrative staff determines the feasibility of replacement.

No book is to be removed under this policy as a result of objectionable content. Any patron concerns shall be handled according to our Grievance Procedure. Useable items that are not of value to the library will be offered to other libraries in the region, board members, staff members or given to organizational book sales.

2.02: GRIEVANCE PROCEDURE FOR ANY ITEM WITHIN THE LIBRARY

Any patron who concludes that a specific item does not meet the guidelines set forth in the Materials Selection Policy may fill out a Request for Reconsideration form. The completed form will be given to the Library Director. The Library Director at its next regularly scheduled meeting will present the form to the Board of Trustees. The Board or Library Director will notify the patron in writing of the decision reached.

Adopted by the DeMary Memorial Library Board of Trustees this

_____ day of _____ (month) _____ (year).

Chairperson

Secretary

CITIZEN'S REQUEST FOR RECONSIDERATION OF AN ITEM

AUTHOR _____

TITLE _____

PUBLISHER _____ DATE _____

1. How was this item brought to your attention?
2. Have you read, watched, or listened to the entire item?
3. What objections do you have to this item?
4. What reviews have you read or heard on the item?
5. What do you believe is the theme of this item?
6. What item of equal value would you recommend that would convey as valuable a picture and perspective of our civilization?
7. Do you feel the item is objectionable for all readers, or for a particular age group?

NAME _____ TELEPHONE: _____

ADDRESS _____
(Street) (City) (Zip)

This form, when completed, will be submitted to the Library Director for evaluation and recommendations. It will be then be submitted to the Library Board of Trustees for final action. You will be notified in writing of the disposition of the complaint.

Section 3: USE OF MEETING SPACES

3.01: FACILITIES USE POLICY

The Board endorses the Library Bill of Rights as adopted by the American Library Association Council on January 23, 1980, which states: "Libraries that 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." However, public use of meeting spaces cannot be without restriction as usage must be safe and not undermine the Library's other functions. Thus, the Director or designee will establish rules and guidelines for the reservation and use of meeting spaces.

3.01A: MEETING SPACE RULES & GUIDELINES

Meeting space usage is subject to the following rules and guidelines.

1. Library-sponsored activities are given priority in the consideration of the use of meeting spaces; however, the Library will not cancel an existing reservation for the purpose of having a library program.
2. No fee may be charged for admission to a meeting in the Library without authorization in writing from the Library Director.
3. Onsite sales of goods or services or collection of dues or donations are prohibited unless expressly permitted in advance by the Library Director.
4. Meeting spaces are ONLY available at times and locations that do not conflict with daily operations of the library. Meeting spaces may be available outside of the Library's open hours, for no more than two hours after closing, only at the discretion of the Library Director or designee and additional charges or fees may be imposed.
5. Staff will charge a \$15 per hour reservation fee for the use of the meeting room outside of regular operating hours. Payment secures all after-hours reservations. Until payment in full is made with the DeMary Memorial Library no reservation is considered final. Library-sponsored activities, Library auxiliary groups, and City of Rupert agencies are exempt from reservation fees.
6. A full refund of the reservation fee is permitted if the staff of the Library is notified of the cancellation three working days prior to the meeting date by an individual authorized to act for the group. Reservations cancelled less than two working days before the scheduled meeting will not be eligible for refund except at Director's authorization.
7. Space may be reserved for no more than a two hour period without written permission from the Director. Such permission is also required to make or accumulate more than four total pending reservations. Library-sponsored

activities, Library auxiliary groups, and City of Rupert agencies are exempt from these requirements.

8. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement or approval by the staff, Board or City of the users, their beliefs or of viewpoints expressed in the meeting. No group may list the Library as a host, partner or sponsor without prior express written permission from the Library Director or designee. Absent such permission, any printed or electronic advertisement or notification of a meeting to take place at the Library must include a disclaimer that the meeting or event is not sponsored or endorsed by the Library.
9. Staff may refer public inquiries concerning the meeting in question to the person making the reservation for the group.
10. No group may use the name and address of DeMary Memorial Library as the headquarters or official address of the organization, regardless of Library usage.
11. All news releases, publicity or advertisements relating to any program or meeting held in one of the Library's meeting spaces shall clearly state the name of the sponsoring organization or individual, and shall not imply in any manner that the program or meeting is sponsored by the Library unless the Library has formally agreed to co-sponsorship.
12. The Library is not responsible for any lost or damaged property before, during or after a meeting. The individual reserving the room and the group whom such individual represents agrees to pay for all damage to any property of the City of Rupert resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the group, or any of its invitees; and it will save, hold harmless, defend and indemnify the City of Rupert and the DeMary Memorial Library from and against any and all liability which may be imposed upon them, or either of them, and/or for any damage to persons or property caused by the group or any person in connection with the use of a meeting room.

The Library reserves the right to deny or revoke a reservation and permission to use a meeting space at any time if the particular usage is disruptive to the Library's normal course of business, violates the Library's Rules of Conduct policy or any other Library policy or regulation, or violates any local, state or federal law.

Adopted by the DeMary Memorial Library Board of Trustees this _____ day of _____ (month) _____ (year).

Chairperson

Secretary

SECTION 4: GIFTS

DONATIONS POLICY

DeMary Memorial Library welcomes the donation of books, videos, magazines and other materials, which are consistent with the library selection policy included in this manual. The Library Director shall make the determination of suitability. If deemed necessary by the Library Director, the question of suitability may be referred to the Board of Trustees.

Cash donations without restrictions are always welcomed. Cash donations with restrictions must meet both the Library Mission Statement and the Library Profile to be accepted.

Adopted by the DeMary Memorial Library Board of Trustees this

_____ day of _____ (month) _____ (year).

Chairperson

Secretary

SECTION 5: VOLUNTEERS

5.01: LIBRARY VOLUNTEERS POLICY

Thank you for volunteering at the DeMary Memorial Library. The following guidelines are designed to familiarize our volunteers with the library expectations.

The undersigned hereby agrees to the following policy and procedures applicable to volunteers for and at the DeMary Memorial Library.

Volunteers shall be allowed to work at the DeMary Memorial Library only with the consent of and at the discretion of the Library Director. Volunteers shall be required to agree to the following terms:

1. Volunteers will arrange his/her schedule to the mutual agreement of the parties involved. Volunteers may be scheduled for times or events. Any attendance during those hours shall be strictly voluntary. If a volunteer is unable to come to work at the specified time, he/she will contact the on-duty staff member immediately.
2. Volunteers will confirm that he/she has never been convicted of a felony or of any criminal offense relating to abuse or exploitation of minors.
3. Volunteers shall not engage in any activity posing any risk of injury to themselves or others.
4. Volunteers have the right to refuse to engage in any and every activity and that participation is purely voluntary.
5. Volunteers shall not act in any disciplinary or enforcement role in any manner.
6. Volunteers understand that a background check may be performed by the library.
7. Volunteers will acknowledge that any library activity involving children requires at least two adults to be present at all times.
8. Volunteers will dress in appropriate manner with attention given to personal hygiene, as outlined in the Employee Handbook.
9. Volunteers will be courteous and helpful to the library patrons. If asked a question that he/she doesn't feel qualified to answer, he/she will ask a staff member to assist the patron.
10. There may be several areas in which the volunteer will be asked to help: i.e., shelving books, straightening out shelves, helping during story time, and other duties as assigned. Volunteers will not be expected to check out books, issue new

or renew cards, answer the telephone, make copies for patrons, or reserve the meeting room.

11. If a volunteer completes an assigned task before his/her allotted time is over, he/she should ask a staff member for further instructions.
12. The Library Director or Library Board may terminate a volunteer's status at any time without cause or explanation.
13. Minor children may work as volunteers only with the consent of a parent or legal guardian.

Once again, thank you for your time and service as a library volunteer. With volunteers we are able to better serve our community.

DATED this _____ day of _____, 20_____

(signature of volunteer)

(signature of parent or guardian if volunteer is under age 18)

Librarian Initials _____

Adopted by the DeMary Memorial Library Board of Trustees this

_____ day of _____ (month) _____ (year).

Chairperson

Secretary

Section 6: SOCIAL MEDIA

6.01: INTRODUCTION

DeMary Memorial Library aims to effectively use social media accounts to:

- Provide information
- Support community engagement and outreach
- Support marketing and promotional campaigns
- Frame the public conversation around the library
- Assist with recruitment efforts

6.02: MODERATION OF THIRD-PARTY CONTENT

The Library does not necessarily endorse, support, sanction, encourage, verify, or agree with third-party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes, or services posted on any social media sites.

This library's social media serves as a limited public forum and all content published is subject to preservation and disclosure in accordance with Idaho Public Record Law.

User-generated posts or comments may be rejected or removed when the content includes any of the following:

- incitement of violence or violent behavior;
- defamation or spread of misinformation;
- copyrighted or commercial material;
- fraudulent material or accusations;
- obscene or illegal material; or
- Comments not topically related to the particular social medium thread or topic or article being commented upon (for example, if a DML page administrator posts information about library programs, and a user posts a negative comment about a DML employee).

If illegal activity occurs, page administrators are expected to secure the information and notify the local police department. You participate at your own risk, taking personal responsibility for your comments, your username, and any information provided.

6.02: PUBLIC RECORDS

DeMary Memorial Library social media and/or online sites are subject to Idaho Public Records Law. Any content maintained in a social media and/or online format that is related to DML's business, including a list of subscribers and posted communication, is a

public record. Therefore, there should be no expectation of privacy in the information posted on DML social media and/or online sites. DML is responsible for responding completely and accurately to any public records request for public records on social media and/or online sites. Content related to DML business shall be maintained in an accessible format so that it can be produced in response to a request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer. Idaho law and relevant DML records retention schedules apply to social media and/or online formats and content.