

307 Cornell St
Middleton, Idaho 83644



MIDDLETON
PUBLIC LIBRARY

mymidlib.org
(208)585-3931

5/10/2022

Policy Manual

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MIDDLETON PUBLIC LIBRARY



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This policy manual supersedes all previous policies of the Middleton Public Library and is effective on 05/10/22. This policy manual will be reviewed annually by the Middleton Public Library Board of Trustees. The date of review and/or revisions will be listed below.

Date Policy Reviewed and/or Revised: Revised 06.14.22

Date Policy Reviewed and/or Revised: Revised 11.08.22, 4.02A

Date Policy Reviewed and/or Revised: Revised 03.14.23, Section 10

Date Policy Reviewed and /or Revised:

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Preface

Mission Statement: Because the Middleton Public Library is the heart of the community, it is a place where citizens are empowered to discover, imagine, engage and achieve in an environment that cultivates learning, curiosity, collaboration and creativity.



SECTION 1: BOARD OF TRUSTEES

1.01: BOARD OF TRUSTEES

Pursuant to Title 33, Chapter 26 of the Idaho Code, the Board has among its powers the authority to establish policies for the governance of the Library. The Board authorizes the Director to establish regulations to further the Board's policies. The Board will review these policies on an annual basis, prior to its January meeting. The Board may amend these policies at any time. The Board shall conduct its business in accordance with By-Laws established by the Board for its own governance. The Board may amend its By-Laws at any time.

1.02: PUBLIC COMPLAINTS

The Board welcomes constructive criticism to improve the Library. All complaints should be resolved through the proper channels in the following order:

1. Staff
2. Director
3. Board

Any complaint about the Library, including policies, regulations, facilities, or services, should be referred through proper administrative channels before being presented to the Board for consideration and action.



SECTION 2: PERSONNEL

2.01: PERSONNEL

The Library Staff will follow the personnel policies of the City of Middleton, as outlined in the City of Middleton Personnel Policy manual. The Board has sole responsibility for hiring, supervising, and evaluating the Director, who serves at the pleasure of the Board. Nevertheless, the Board expects members of the Library's staff to bring serious concerns related to the Director's job performance to the attention of the Board. These concerns would include:

Job performance that clearly does not meet the job description or job performance standards adopted by the Board;

Intentional actions by the Director that circumvent the written library policies as adopted by the Board;

The creation of a hostile, harassing, or threatening work environment whether as an ongoing practice or a single incident;

Unethical or illegal actions or behavior.

The Director has the authority to dismiss any library employee whose attitude, professional ethics and conduct, or performance of duties make such action advisable.

The Library is committed to providing equal employment opportunities for all persons.

2.02: CONTINUING EDUCATION

The Board encourages the personal and professional development of staff members through participation in civic, educational, and professional organizations. Attendance at library institutes and the conferences of library associations may be financed within the



restriction of the Library's budget. Insofar as it is feasible, attendance at conferences will be rotated among eligible staff members.

All non-probationary members of the staff, regardless of job classification, are eligible to apply for permission to attend work-related conferences, workshops, and classes on library work time. Exceptions for introductory or temporary staff may be made at the discretion of the Director or designee. Opportunities for training will involve as many people on the staff as feasible given budgetary and staffing constraints. Priority will be given to training that supports Library strategic plan activities and/or supports an individual employee's approved performance plan for work-related training. All applications for time allowed to attend conferences, workshops and classes will be approved or denied by the Library Director in consideration of budgetary and scheduling constraints.

SECTION 3: LIBRARY SERVICES

3.01: SERVICE PRIORITIES

The following services are essential in accordance to the mission statement:

Access to facilities during convenient hours

Access to a collection of current materials, both physical and digital

Access to technological resources, particularly the Internet

Programs, particularly those that support early literacy or lifelong learning

Reference and information services

To support these service priorities the Library must manage its staff effectively, make sound decisions for the development and maintenance of its collections and physical spaces, and engage in promotional activities designed to make the public aware of these services.

3.02: SERVICE HOURS

The Library shall be open as many hours and as many days in the week as practical within the restriction of the Library's budget. The hours of opening shall be determined by the board of directors in consideration of the convenience of all parts of the population, including working people and the ability of the staff to cover the hours of opening within the limits of the established work week.

Holidays shall conform to those of other City offices, unless the Board determines otherwise. When the Board chooses to open the Library on a holiday when other

City offices are closed, Library personnel will be compensated in accordance with City policy.

3.03 SCHOOL PROGRAMS

Programs for school class visits and library programs delivered at schools may be provided upon request. Representatives of those public and private schools physically located within the Middleton City Limits are eligible to request these services. These presentations will be scheduled to the extent that staffing limitations and other program or service priorities permit.

3.04 INTERLIBRARY LOAN

The Interlibrary Loan service provides access to books and DVDs that are not otherwise available through the Library. Within the constraints of the Library's budget, this service is available to Middleton Library cardholders in good standing. The Library will not charge patrons a fee for this service, though charges from other libraries lending requested materials may be passed along to patrons.

3.04A LIMITS ON INTERLIBRARY LOAN SERVICE

A cardholder may request up to two items each month.

Textbooks, and items with copyright within the last 2 years are not available through the Interlibrary Loan service.

Items requested via Interlibrary Loan will be held for pickup for ten days or for the duration of the loan period, whichever is shorter.

Loan periods are set by the institutions loaning these items and may be shorter than those set by Middleton Public Library for similar items.

Cardholders will be charged the replacement cost of any items lost.



Items are considered lost 30 days after the due date.

Cardholders who return items late or fail to return items may have their Interlibrary Loan privileges suspended or revoked.

Interlibrary Loan items may be renewed in some cases, depending on the decision of the institution that owns the borrowed item. Requests for renewals should be made at least 7 days prior to the item's due date.



SECTION 4: USE OF THE LIBRARY

4.01: USE OF THE LIBRARY

Since the Library is a tax-supported institution, its services and resources are intended for use by those individuals who live or pay property taxes within the city limits of Middleton or who pay a non-resident fee for services. The Library's "legal service area" is that area within the corporate boundaries of the City of Middleton. Services to patrons will not be denied or abridged because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status. The Library allows patrons from any area to use materials while in the Library. Reference assistance and programs may be available to patrons whether or not they are Middleton residents or purchase a non-resident card.

4.02: CIRCULATION

Staff shall make one library card available to any individual who resides in the City of Middleton or who pays property tax within the city limits of Middleton, or to any non-resident upon payment of a fee as determined by the Board. Members of libraries participating in cooperative borrowing agreements with the Library may borrow materials without charge. Borrowing may be limited as deemed necessary by staff when excessive demand makes it necessary to do so in order to ensure service to the greatest number of patrons.

4.02A: LIBRARY CARDS

The Library offers the following cards:

1. Resident Cards

Resident Cards are available without direct payment of a fee to Middleton residents and individuals paying ad valorem taxes on real



and/or personal property situated within the city limits. An applicant for a Resident's Card must present the following:

A driver's license, passport, or other official photo identification

Proof of current address within the city limits of Middleton or proof of employment by the City of Middleton. A Post Office box will not be accepted as proof of residency.

Resident Cards will be updated annually upon verification of continued eligibility.

Unmarried minor children (under 18 years of age) residing in Middleton shall be issued an individual card, without identification, so long as a parent or legal guardian fills out the application for service and provides the requisite identification and proof of current address within the city limits. Unless otherwise noted, staff shall follow this approach to issuing cards with borrowing privileges to minors.

2. Non-Resident Card

An individual who does not meet the requirements for a Resident Card may obtain a Non-Resident Card upon the payment of the annual fee as determined by the board, and in-person presentation of official photo identification. Any person that is employed by the City of Middleton will not be required to pay the annual fee for a Non-Resident Card. For those persons that provide service to the library, the board may waive the annual fee upon recommendation by the Library Director for 1 year. Any teacher that is employed by the Middleton School District at the time of issuing or renewing their library card will not be required to pay the annual fee for a Non-Resident Card.

The Non-Resident card has the same privileges as a Resident Card and the annual payment of the non-resident fee by one individual in a household allows all other persons in that household to obtain a Non-Resident card without the payment of an additional fee. Non-resident senior citizens over the age of sixty-two may purchase a Non-Resident Card for the annual fee as determined by the Board.

4.02B: BORROWING LIMITS

The following table lists the borrowing limits for materials loaned by the Middleton Public Library and fines approved by the board:

Item Type	Maximum Items Out Per Card.	Loan Period	Maximum Renewals	Fine Per Day
Books	50	21 Days	2	\$0.00
DVD/Blu-Ray	10	21 Days	2	\$0.00
Hot Spots	1	14	1	\$5.00
Audiobooks	10	21 Days	2	\$0.00
Video Games	5	21 Days	2	\$0.00
Kits*	2	21	0	\$0.25
Bike Locks	1	0 (Day Circulate Only)	0	(Replacement)
Tickets/Passes	1	7	0	\$1.00

***Kits & Electronics are ONLY to be returned to the circulation desk.**

4.03 FINES AND FEES:

1. Fines and Fees

The Director or designee shall charge fines and fees to assure the timely return of items, help fund the replacement of materials that are lost or damaged, and offset costs for services rendered by the Library.

2. Lost or Damaged Items

If an item is lost or damaged, the patron shall pay the acquisition cost plus an additional fee for processing of the item. An item is considered lost if it is 30 days past the last due date. Replacement copies will only be accepted in lieu of payment for lost or damaged materials at the discretion of the Director or designee and must be accompanied by a processing fee.

3. Dishonored Checks

The Library will assess a charge on checks that for any reason are not honored by the bank on which they are written, and which are returned unpaid to the Library. Such charge shall be equal to that made by the City of Middleton for the same purpose and payment may not be made by personal check. At the discretion of the Director or designee, the Library may engage the services of a collection agency to collect outstanding fines and fees or to ensure the return of materials.

The Library may pursue action against patrons who refuse to return items to the Library. No materials will be loaned to patrons owing more than \$5.00 in fines or fees. These charges must be paid in full before the account is allowed to continue lending

from the Middleton Public Library. Fines for items will not be waived except at specific instruction from the Director or designee.

4.04: SECURITY

The Board expects Library patrons to respect the Library, its staff, its furnishings, collections, and equipment, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library. The Director or designee will enforce rules of conduct and will create regulations covering the appeal of any suspension of Library privileges resulting from failure to abide by those rules.

4.04A: RULES OF CONDUCT

Disrespectful, illegal, disruptive or other inappropriate conduct that interferes with the operation or enjoyment of the Library is prohibited. Such conduct includes, but is not limited to, the following:

1. Possessing a deadly or dangerous weapon within the library building. A "deadly or dangerous weapon" may include a knife, dirk or dagger having a blade three inches or longer, 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. It does not include a lawfully possessed firearm or pocket knife with a blade of three inches or less.
2. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer.
3. Bringing a pet or other animal into the Library, other than a service dog or service miniature horse as defined by state and federal law. The person

- accompanying the service animal will be liable for any damage caused by the animal. Patrons will be asked to remove their service animal from the Library if the animal:
- a. Poses a direct threat to the health or safety of others
 - b. Is out of control and effective action is not taken to control it
 - c. Is not housebroken
 - d. Interferes with the Library's fundamental purpose, e.g., continuous barking.
4. Using cellular telephones, radios or other sound-producing devices in a disruptive manner.
 5. Soliciting or selling items or distributing leaflets of any kind. This provision does not apply to the sale or distribution of material both authorized by the Library and sold or distributed for the benefit of the Library or of Library performers.
 6. Loitering, sleeping, or following staff members or other patrons around the building.
 7. Consuming meals or beverages in the computer area of the Library, except for beverages in closed containers.
 8. Impeding the free movement of persons into or out of the Library
 9. Use of tobacco products or vaping devices such as e-cigarettes or e-cigars in the Library building.



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10. Bringing into the Library large bundles, packages or personal property which cannot be stored under a study chair or carrel surface. If activity of a generally suspicious nature is observed by other patrons or staff, library staff will require that bags, bundles, etc., be opened by the owner for examination of contents.
 11. Obstructing traffic in the library building by blocking aisles or walkways.
 12. Entering or remaining within the Library barefoot or without being fully clothed.
 13. Exposing fellow patrons or library staff to pornographic images or content intentionally or incidentally.
 14. Alcohol or drugs may not be brought onto the Library premises, nor may persons impaired by either be on the Library premises.
 15. Using roller blades, skateboards, or bringing bicycles inside the library building or on the deck entry area immediately surrounding the building.
 16. Parents are responsible for the behavior of their children in the Library at all times. Children under the age of 10 must be attended by a parent or other responsible caregiver at all times while in the Library.
 17. Engaging in any criminal activity.
 18. Engaging in any other behavior disturbing or disruptive to staff or patrons.

Any staff member observing a violation of this regulation shall report it to the staff member in charge. The staff member in charge shall confirm the violation if possible and may, at their discretion, either ask the patron to

conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will notify law enforcement as appropriate.

4.04B: SECURITY APPEAL PROCESS

Patrons who have their Library use privileges suspended may appeal in writing to the Director to have their Library privileges restored. The appeal must be submitted to the Director within 15 days from the date of suspension or, for suspension periods consisting of less than 15 days, any time prior to the expiration of the suspension period. Any appeal submitted after the 15-day time period will not be considered. The Director or designee shall review a timely written appeal and provide the patron with a written decision within 10 business days of receipt of the appeal. The patron may appeal the Director's decision to the Board in writing within 60 days of the date of said decision. The Board shall review the appeal and the Director's written decision along with any other relevant documentation and will deliberate on the matter. The written decision of the Board shall be provided to the patron and the Director within 45 days of the appeal to the Board. The decision of the Board shall be final. The suspension of the privilege to use the Library will remain in effect throughout this appeal process.

4.05: USE OF TECHNOLOGY

The Library provides access to technological resources that create increased information access opportunities for all citizens. The Library always attempts to maintain patron confidentiality, but cannot guarantee the confidentiality of information sent, received, or printed by a patron. The Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computing resources. This includes any loss or harm incurred by a patron from giving personal or financial information across the Library's network and the Internet.

The Middleton Public Library upholds and affirms the right of each individual to have access to constitutionally protected materials. The Library also affirms the right and responsibility of parents and legal guardians to determine and the monitor their children's use of Library materials and resources.

4.05A: HARDWARE AND SOFTWARE

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

4.05B PROHIBITED USES

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

Attempting to bypass the security of the computers or local area network at the Library.

Attempting to bypass the security of any other computer or network including the Internet.

Attempting to harm or destroy the data of another user, the network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Attempting to alter or damage any hardware, software, operating systems, or configuration files on Library equipment.

Attempting to use unauthorized computer accounts, access codes, or network numbers.

The transmission of speech that is not protected by the First Amendment.

Violations of another user's privacy.

Violations of copyright or other laws.

Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code.

Loss of Library privileges and criminal and/or civil prosecution are possible for illegal uses of computing resources. Any staff member observing a violation of this regulation shall report such to the senior staff member on duty. Supervisory personnel shall confirm the violation when feasible and may, in their discretion, either ask the patron to conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will notify law enforcement as appropriate.

4.06 INTERNET USE AND SAFETY

Access to the Internet on library computers is provided without charge to holders of valid library cards and for a charge of \$1 for those that do not have a valid library card and free to children under 18 years old for a limited amount of time each day during the library's open hours as resources permit and for lawful purposes only. The Library Director or designated staff shall establish procedures to govern computer use within the scope of this policy. These procedures shall be displayed near the computer area and are available upon request by patrons. Each publicly accessible computer with Internet access is equipped with a technology protection measure in the form of filtering software that operates to prevent minors from accessing visual depictions on the Internet that are obscene or constitute child pornography or are otherwise harmful to minors. For purposes of this policy, the terms "minor," "obscene," "child pornography," and "harmful

to minors" are defined in the same manner as set forth at Idaho Code § 33-2741(7) (2012). The Library will enforce operation of the technology protection measure whenever any minor accesses one of its publicly accessible computers.

Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code is prohibited at all times regardless of the operation of the technology protection measure. Enforcement and violation of this policy is managed in the same manner as that described at Regulation 4.05B pertaining to Prohibited Uses. While the Library has measures in place to protect against access to the above software to block specific sites, the Library cannot and does not accept responsibility for any failure of the filtering software to block specific sites. Furthermore, the Library neither endorses the viewpoints presented nor vouches for the accuracy of information available from the Internet.

4.06A: WIRELESS ACCESS

The Library provides free wireless filtered access points to enable the public to connect to the Internet via their own personal computing devices. Wireless users must abide by the Library's policies and regulations covering technology use while using the Library's wireless network. Users are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The Library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the Library's wireless connection. The Library is not responsible for any personal information (e.g., credit card) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless-access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices.



4.06B ESTABLISHMENT AND REVIEW OF INTERNET USE AND SAFETY POLICY

Developed under the direction of the Board of the Middleton Public Library this Internet Use and Safety Policy was discussed and adopted, following public notice required by Idaho code, during an open meeting of the Library Board on 05/10/22.

This policy supersedes all previous Internet Use and Safety Policy statements of the Middleton Public Library and is effective on 05/10/22.

This Policy document will be reviewed by the Middleton Public Library Board at least once every three years.

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

Middleton Public Library Board of Trustees:

Date Policy Reviewed and/or Revised:

Date Policy Reviewed and/or Revised:

Date Policy Reviewed and/or Revised:

Date Policy Reviewed and/or Revised:

Date Policy Reviewed and/or Revised:

Date Policy Reviewed and/or Revised:

4.07: CONFIDENTIALITY OF RECORDS

Pursuant to Idaho Code, Sections 9-337 through 9-348, circulation records and other records identifying the names of library users with specific materials are confidential in nature. All Library employees are hereby advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or by legislative investigatory power. No library employee may release information about an individual's circulation record to a private individual unless it is the personal record of the individual patron making the request, or, the personal circulation record of the requesting patron's legal dependent.

The Library may generate various forms of temporary records with patron phone numbers, addresses, and/or email addresses for administrative and/or various business purposes such as telephone or email reference requests and questions, patron hold requests, program requests, PC reservations, etc. These records may exist in hard copy or electronic form and are destroyed on a regular and routine basis. This policy is not to be interpreted as restricting in any way the Library's own right to use circulation records or other borrower's records in its course of conducting normal library business.

SECTION 5: COLLECTION DEVELOPMENT AND MAINTENANCE

5.01 COLLECTION DEVELOPMENT

The Middleton Public Library offers collections to further the Library's mission statement.

Responsibility for Selection: The Middleton Public Library's Board of Trustees delegates authority for the selection of materials to the Library Director and those members of staff designated by the director as selectors, who are charged with meeting the goals of this Collection Development Policy.

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

The Middleton community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Selections are based on general knowledge of the subject area and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs as identified by demographic

circulation, statistical analyses, and patron requests. The selectors apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. Library patrons will find materials to stimulate their imaginations and enhance their leisure time. Librarians support the role of a popular materials center by selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Library staff members achieve a balanced collection through the diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

The Middleton Public Library is a popular materials center and does not attempt to duplicate the research resources of school or academic libraries. The library does not collect material to support local school curricula except when these materials also serve the general public.

The Library collects supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials. The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs. Inclusion of material in the collection does not imply the library's endorsement of it or its contents. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

5.01A CRITERIA FOR SELECTION

All materials are evaluated using the following criteria:

1. Content fits within the mission and strategic plan of Middleton Public Library
2. Popular demand
3. Cost
4. Timeliness
5. Scarcity of material on the subject and availability elsewhere
6. Suitability of form for library use
7. Quality and sustainability of the format
8. Representation of diverse points of view and broad knowledge base
9. Relevance to community needs
10. Consideration of the work as a whole
11. Technical quality

Staff will also consider the adequacy and availability of materials in other community agencies when making selection decisions. To avoid unnecessary duplication of materials, established special collections that are available for public and/or professional use (e.g., State Law Library, corporate libraries) will be considered the primary sources for specialized materials. The provision of curriculum-related materials is generally the responsibility of the schools, but the Library may provide materials that supplement and enrich the materials provided by the schools. When patron demand indicates the need for more curriculum related materials for individual use by the public (as opposed to

school classroom use), materials may be purchased to meet these needs to the extent funds allow without creating a collection imbalance in other areas

5.01B MATERIALS IN ELECTRONIC FORMAT ARE EVALUATED USING THE FOLLOWING ADDITIONAL CRITERIA:

1. Added value over other formats
2. User-friendly search interface
3. Remote and in-house accessibility
4. Unlimited access, when possible
5. Patron access based on library card number
6. Vendor-provided usage statistics
7. Maintained over a variety of computer platforms

An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.

5.01C FORMATS

Materials are purchased in the most appropriate sustainable format for library use. Middleton Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the Library's financial ability to acquire, process, and maintain a sufficient collection.

The Middleton Public Library acquires materials in formats that are useful for citizens with disabilities. Selectors will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

5.01D MULTIPLE COPIES

The Middleton Public Library may respond directly to community and patron interests by purchasing multiple copies of certain items. While the Library's budgetary resources do not allow for the purchase of multiple copies of every title owned, the budget is structured to provide multiple copies of high demand items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The Library strives to meet temporary demand and still build a collection with breadth and depth.

5.01E PATRON REQUESTS

The Middleton Public Library patrons are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected elsewhere in this policy. Library Card Holders may request items through their account at www.mymidlib.org, through text, email, phone, or in person.

5.01F WORLD LANGUAGE MATERIALS

The Library generally does not acquire materials in languages other than English except by patron request; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library maintains a collection of Spanish materials and may enhance this collection in accordance with need and use.

5.01G GIFTS

Gifts and donations of materials may be accepted with the understanding that the same standards of selection are applied to gifts and donations as to materials acquired by purchase, and that any gifts and donations may be discarded at the Director or designee's discretion. To be accepted for consideration, books by local authors must meet the criteria set forth for the rest of the Library's collection of materials.

5.01H COLLECTION ASSESSMENT

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by patrons and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

Currency

Accuracy

Use and vitality based on analysis of collection measures

Wear and damage

Durability

Changes in format

Duplicated holdings with low demand

Space limitations

Community interest

Availability from other libraries

Strategic plan priorities

Sustainability of format

5.01I PLACEMENT OF MATERIALS

The Middleton Public Library Resource Services staff uses the Dewey Decimal Classification (DDC) system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Selectors take into account age recommendations in reviews as they choose and classify materials.

The Middleton Public Library shelving areas are divided in sections such as Juvenile, Fiction, and DVDs for ease of use, but patrons of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Middleton Public Library staff, to monitor library use by minors.

5.02 REQUESTS FOR RECONSIDERATION OF MATERIALS

The Middleton Public Library provides access to technology and information our patrons would not be able to access individually and create programs and services that support innovation. The library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. While patrons are free to reject for themselves what that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others. No library materials shall be excluded because of race, nationality, political, religious, or social views of the author, performer, publisher, or producer. Not all materials will be suitable for all members of the community. The Middleton Public Library Director and the Board of Trustees are aware that patrons may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by our patrons.

Complaints will not be considered from persons ineligible to use the library (e.g., non-residents of the city who have not paid the non-resident fee.)

Library materials that have been challenged will remain in the active collection until the Library Director has made a determination of its status.

Patron concerns will be dealt with promptly and courteously as detailed in the following process.

When We Receive a Request for Reconsideration of Materials

The Middleton Public Library staff will listen to the patron's concern and then provide him or her with a Request for Reconsideration form which the patron must complete. Library staff are not to discuss the challenge/complaint further with the patron.

The Director will read/watch/listen to the library material being challenged. The director will then research the item, find at least three (3) reviews of the item in professional journals, and formulate a written response to the patron citing those reviews. These journals may include:

Booklist

Library Journal

New York Times Book Review

Science Books and Films

The Horn Book

Local newspapers

Kirkus Review

Publisher's Weekly

Voya

School Library Journal

For reasons of patron privacy and confidentiality, the Board of Trustees will not become involved in the reconsideration process unless those posing the challenge wish to appeal the Director's decision. In this case, the Board will review the challenge by reading/watching/listening to the library material being challenged. The Board will then examine the reviews identified by the Director in professional journals. The Board will then make a final ruling on the concern and send a written response to the individual or group.

Request for Reconsideration of Materials

Citizen concerns will be dealt with promptly and courteously.

The Complaint Process:

When a patron wishes to challenge materials in the library's collection, the following steps must be taken:

Patrons must make complaints in writing by filling out a Request for Reconsideration Form.

The Library Director will research and consider the item in question.

The Library's Director's decision will be reported to the patron in writing.

The challenge will not go to the Library's Board of Trustees unless the patron requests an appeal of the Library Director's decision.

SECTION 6: GIFTS AND BEQUESTS

Section 6.01: GIFTS

Books and other materials will be accepted on the condition that the Director or designee has the authority to make whatever disposition is deemed advisable under the direction of Section 5.01 collection Development.

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; 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 materials, the selection may be made by the donor or, at the request of the donor, by the Director or designee. The general nature of the book, or its subject area, may 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 may 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 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 and city codes governing such gifts; provided, in accordance with Idaho State Code, stock will be sold, with the proceeds deposited in the Library's fund account. The Library will not accept for deposit materials that are not outright gifts.

Section 6.02: FACILITY NAMING

The Board will consider naming library facilities using the following criteria and will consider naming opportunities on a case by case basis.

1. Preference for facility names shall be given to names reflecting the geography or historical significance of the neighborhood and community the library will serve.
2. Generally, Board members will consider naming rights for individuals or families who donate a significant and substantial amount of the total construction cost of a project, typically one-half or more of its total cost.
3. The Board may choose to honor an individual, usually deceased, who has contributed to the public library's mission in the Middleton area or state of Idaho.
4. The name of a company, organization, product or service will not typically be considered as a library facility name.

5. A library facility name may be changed in the future. A facility name is not guaranteed to remain in perpetuity.

The Board may organize a subcommittee to review and recommend facility names to the Board. The subcommittee will consist of two Board members, two appointees by the Mayor, two neighborhood representatives (recommended by the Board and approved by the Mayor), and the Director. The Board will adopt any facility name at a regular Board meeting by majority vote. The Director will be responsible for determining the manner in which the name is recognized.

SECTION 7: USE OF MEETING SPACES

Section 7.01: MEETING SPACES

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 enforce rules and guidelines for the reservation and use of meeting spaces.

Section 7.01A: 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. Use of library meeting rooms by other City of Middleton departments will not be given priority by confirmed reservations.
2. All meetings held in the library must be open to the public.

3. Meeting space is not available for private or personal events such as birthday parties, weddings, memorial services, or the like.
4. No fee may be charged for admission to a meeting in the Library without authorization in writing from the Library Director.
5. Onsite sales of goods or services or collection of dues or donations are prohibited unless expressly permitted in advance by the Library Director.
6. 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 only at the discretion of the Library Director or designee and additional charges or fees may be imposed.
7. Reservations will only be taken for meetings with an anticipated attendance of two or more people and upon approval of the Library director or an application completed by an adult authorized to act for and bind the reserving group in an agreement with the Library.
8. Staff will charge a refundable deposit of \$20.00 for the use of a meeting room if refreshments are not served, and \$50.00 for the use of a meeting room if any refreshments are served. Library-sponsored activities, recognized Middleton Public Library auxiliary groups, and City of Middleton agencies are exempt from the deposit. The Director may decide to waive the deposit.
9. Space may be reserved no more than two months in advance 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 Middleton agencies are exempt from these requirements.

10. Payment secures all reservations. Until payment in full is made with the Middleton Public Library no reservation is considered final.
11. 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.
12. 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.
13. Staff may refer public inquiries concerning the meeting in question to the person signing the room reservation form for the group.
14. The Middleton Public Library Foundation, Inc. and Friends of the Library may use the name and address of Middleton Public Library as the official address of the organization. No other group may do so, regardless of Library usage.
15. 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.

16. The Library is not responsible for any lost or damaged property before, during or after a meeting. The individual reserving the room or space and the group whom such individual represents agrees to pay for all damage to any property of the City of Middleton 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 Middleton and the Middleton Public 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.

SECTION 8: DISPLAYS & EXHIBITS

Section 8.01 DISPLAYS:

The Library will consider requests from organizations, businesses, and industries to exhibit displays and post advertisements and brochures. Approval of materials for display or distribution ultimately shall be at the sole discretion of the Director. In all instances, the Library reserves the right to refuse any materials for exhibit, display, or 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.

The Board hereby defines the conditions under which items may be accepted for display or posting in the Library:

1. The Director or designee may determine the suitability of a given item for display or posting, considering both the facilities available and the objectives of the Library.

2. Display items will be accepted for limited times only. In general, these periods will not exceed 30 days. Requests for a longer display period may be made to the Director.
3. No liability for loss of, or damage to, display items is assumed either by the Library or by the City of Middleton. Exhibitors are advised to carry their own insurance; such insurance should indemnify exhibitors for the entire value of items to be exhibited at the library.
4. In the event that the owner of the display does not reclaim it within 30 days of the ending date for the loan, the Library will make every effort to sell and dispose of the property in accordance with applicable Idaho law.
5. A display application form, clearly stating the duration of the display and its terms, will be completed and signed in every case and must be on file in the Library Administration office before displays will be approved.

8.01A: DISPLAY CASES

Upon completion of the display form (Exhibit 8.01b), displays of crafts or artifacts will be scheduled by staff as designated by the Director. Display cases may be used for one month, unless other arrangements are made in advance. It is the responsibility of the individual or organization using the cases to arrange and label the items.

Section 8.02 BULLETIN BOARDS:

The Library may permit distribution of, or may post on its bulletin boards, announcements of the cultural activities of the community (those concerned with literature, art, music, drama, and related activities) and public announcements of general interest to the community.

Section 8.02A BULLETIN BOARD GUIDELINES

Postings to Library bulletin boards are subject to the following guidelines:

1. Under no circumstances will postings be allowed on the grounds or on the outside of any Library building.
2. Posters, notices, and material for distribution shall be submitted to staff. Nothing may be posted or removed from bulletin boards except by staff.
3. Items to be posted or distributed must be delivered to the Library for approval. Approved items will be date-stamped and posted. All items will be removed by authorized staff members immediately following the event advertised. Posted materials which do not advertise a specific event will be removed 30 days after posting. All items will be discarded upon their removal. The Library will discard all items not approved for posting or distribution.
4. Posters and notices with printed price charges may be accepted, but not those announcing events designed to make a profit for a commercial enterprise.
5. In the field of education, only those announcements of courses given by educational institutions or sponsored by recognized community groups (e.g., the Chamber of Commerce) may be accepted.
6. Announcements concerning interdenominational religious activities (e.g., joint Good Friday services) may be accepted, but not those of individual churches, sects, or cults.
7. Individuals submitting these materials must leave a contact name, phone number, and date on which the materials will be picked up or after which they may be discarded. Items not collected after the comment period expires are considered gifts to the Library, as are items left without a pick-up date.

8. Individuals representing themselves or a group are strictly forbidden to distribute advertising literature, circulate or post petitions, or solicit funds for any purpose either in a Library building or in any place on the premises that would interfere with the ability of staff or patrons to conveniently enter or exit the building.
9. Non-Library sale of any item(s) in any Library building or anywhere on Library grounds is allowed only with the written permission of the Director or designee. Under limited circumstances, the Library may act as an agent to sell materials. The determining factor in allowing sales or acting as the agent for sales will be whether the Library is a beneficiary of the sale.
10. Posting of notices and distribution of material does not imply endorsement by the Library.

SECTION 9: UNEXPECTED AND EMERGENCY CLOSURES

The Library may be closed under the following conditions:

9.01 Local Emergency Conditions

When public safety officials request the closure of non-essential services, be that specifically, i.e. the Library, or generally, i.e. Downtown Middleton. This category includes conditions such as fire, weather, bio-hazard, civil disturbance, or some other large scale threat that might adversely affect Library staff or the public. The Director will make all immediate safety closure determinations and notify the board. Any other closure determinations will be made in consultation with the Board of Trustees.

9.02 Library Conditions

Internal systems failures such as, power, water, structural or other conditions that create unsafe conditions, for either staff or the public. Staff shall determine if the conditions pose an immediate threat, such as a fire which call for an immediate

evacuation, or a safety hazard such as lack of power which may allow a delayed closure. The Director will be notified immediately of all emergency conditions affecting the Library, in person or by phone when not present. When the Director is not in the building, senior staff in the building will consult together, and with the Director if available via phone, to determine if conditions warrant closing.

When the Library is closed staff shall complete as many of the following steps as are practical:

1. Post a closed sign on all public entries.
2. Post a note indicating the time and reason for closure signed by the senior staff member making the determination for staff arriving the next day.
3. Notify the City Public Information Officer and the media of the closure as appropriate.
4. Assist patrons in contacting parents/ guardians for rides when necessary.
5. Post closure on website
6. Communication - should Library telephones not operate, an alternate communication source may be a personal cell phone, a city department phone, or a neighboring business phone.
7. Notify the Board of Trustees.

Evacuation Plan:

Staff will maintain an emergency evacuation plan and maps that are available or displayed appropriately in the Library. These plans and maps will be reviewed by the City Fire Marshall to ensure all actions are reasonable and appropriate by current safety standards.

SECTION 10: RECORDS RETENTION POLICY AND SCHEDULE

10.01: RECORDS RETENTION POLICY

The purpose of this Record Retention policy & schedule identifies the practice of preserving library records to ensure that citizens have access to public documents while at the same time preserving the efficiency and productivity of City of Middleton Library operations.

This policy is intended to provide guidance to Trustees and Library Staff regarding the retention of essential and non-essential documents related to the history, business and operations of the Library. City of Middleton Library records include information that is retained for a variety of purposes and pursuant to Idaho Code 74-208 identifying information about patrons may be subject to exemption from disclosure. Legal counsel is advised in such matters. A complete index of official records is provided in the library's Record Retention Schedule. The Record Retention Schedule is a master plan for records storage and ultimate disposal. Each line item in the Records Retention Schedule identifies the retention policy for a particular records series. Active records are to be

kept in offices or electronically during their useful life. Inactive records are to be destroyed according to the record retention schedule.

The policy and schedule will be reviewed regularly by the Library Board of Trustees. The types of records included in the Record Retention Schedule are:

Accounting, Budget, Finance & Payroll Records
Administrative Records
Board of Trustee & Election Records
Information Systems/Technology Records
Insurance, Risk Management, & Safety Records
Legal records
Library Records
Personnel Records

10.02: RECORDS RETENTION SCHEDULE

10.02A PERMANENT RECORDS

Consistent with the Idaho State Archives Record Management Program, permanent records shall consist of:

Records retained by the City/Library in perpetuity

Board approved minutes
Audit Reports
Fee schedule
Fiscal year end reports
Building Specifications and Plans
Policy and interpretation of building code
Policy Manual
Annual Report to State Library
E-Rate Paperwork

Historical Conservation and Preservation: items relating to Middleton or its residents having intrinsic historical value. For example books, papers, maps, photos, and other items

10.02B SEMI PERMANENT RECORDS

Semi Permanent records shall consist of:

Records retained 5 years from date of records, end of project or date of employee separation

*Contracts, Agreements, Leases, Memorandum of Understanding, General Service Agreements, Task Orders, Purchase Agreements, Development Agreements
Building Applications
License Applications
Claims, canceled checks, purchase orders, vouchers, duplicate receipts, and other financial records; accounts payable/receivable*

*Bank statements
Payroll quarterly, year-end records (W-4, 1099, 941)
Taxes/assessments/sales and use
Employee files I9, W2, benefits elections/changes, (health, dental, vision PERSI etc.)
Direct deposit, compensation, garnishment records
Employee medical records (keep separate from personnel file)
Workers compensation claims, after claim closed
Finance
Email
Oaths of office, department reports, presentations, by city employees
Grant, Revitalization/Re-development application, award, administration, final reports
Training/Development, Safety Programs
Workers compensation claims, after claim closed*

10.02C TEMPORARY RECORDS

Temporary records shall consist of:

Records retained 2 years from date of record or certificate of occupancy

Qualification Based Selection

Cash receipts subject to audit

Payroll timesheets

Purchase orders, requisitions

Emails that do not fall into the categories of permanent or semi-permanent records

10.02D TRANSITORY RECORDS

Transitory records shall consist of:

Records retained until superseded, obsolete, or no longer needed

Board approved agendas

Board approved policies

Circulation, collection, program records, library initiated publications

Administrative: correspondence, phone messages, tests, notes, notes to aid preparing

Agendas or meeting minutes and other work papers used in day to day office processes

Human Resources – job postings

Projects (bidding)

Community Events/Ceremonies/Celebrations

Facility reservations and agreements

Grant applications unsuccessful

IT/Technical Services: diagrams, system layouts, software Procedures

Job applications from potential employees

Job descriptions/classification