

Policy Manual

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Services and employment opportunities 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.

If you have any questions or comments concerning these policies, please contact the Lewisville Legacy Library, (208) 754-8608. Last manual review January 19, 2023.

Number: 1.01
Effective: 08-28-13
Revised: 08-28-13

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.

The Board may amend these policies at any time.

Number: 1.02
Effective: 08-28-13
Revised: 08-28-13

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. Director
2. 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.

Number: 2.01
Effective: 08-28-13
Revised: 10-28-15

PERSONNEL

The Board follows the personnel policies of Lewisville City, as outlined in the Lewisville City Employee Handbook.

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 management to bring serious concerns related to the Director's job performance to the attention of the Board. These concerns would include: 1) job performance that clearly does not meet the job description or job performance standards adopted by the Board; 2) intentional actions by the Director that circumvent the written library policies as adopted by the Board; 3) the creation of a hostile, harassing, or threatening work environment whether as an ongoing practice or a single incident; 4) unethical or illegal actions or behavior.

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

Employment opportunities 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.

Number: 2.01a
Effective: 08-28-13
Revised: 08-28-13

PERSONNEL PERFORMANCE REVIEWS

The Library Board shall perform an employee performance review annually for current employees.

The Library Board shall perform a three month and six month performance review for new employees. After six month review, employee will be reviewed annually.

Personnel reviews shall be conducted by no less than two board members at a given time.

Number: 3.01
Effective: 08-28-13
Revised: 01-28-19

SERVICE HOURS

Winter Hours

The Library shall be open Monday, Tuesday and Thursday from 4:00 p.m. to 6:00 p.m.; Wednesday from 4:00 p.m. to 7:00 p.m. and Saturday from 10:00 a.m. to 12:00 p.m., September 1 through May 31.

Summer Hours

The Library shall be open Monday and Saturday from 10:00 a.m. to 12:00 p.m. and Tuesday and Thursday from 4:00 p.m. to 6:00 p.m. and Wednesday from 10:00 a.m. to 1:00 p.m., June 1 through August 31.

The hours of opening shall be determined by:

1. the convenience of all parts of the population, including working people; and
2. 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. If and 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.

Number: 3.02
Effective: 10-28-15
Revised: 01-23-19

AVAILABLE SERVICES

- Computers
- Copies
- Fax
- Internet
- Books
 - Fiction
 - Non-Fictions
 - Youth Fiction
 - Junior Fiction
 - Junior Non-Fiction
 - Children's Books
 - Audio Books
- Reference Materials
- Movies
 - DVD

Number: 3.03
Effective: 10-28-15
Revised: 10-28-15

INTERLIBRARY LOAN

When possible within the constraints of the Library's budget, staff will provide an Interlibrary Loan service to provide access to books and articles from magazines and newspapers that are not otherwise available through the Library. 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. This service shall be available only to holders of Borrower's, Non-Resident, or Corporate cards.

Number: 3.04
Effective: 01-31-18
Revised: 01-31-18

REFERENCES

Staff members answer reference requests for medical information just as they answer requests for information in other subject areas. They do not, however, offer medical advice or an interpretation of medical information.

Staff members answer reference requests for legal information just as they answer requests for information in other subject areas. However, because these staff members are not attorneys, they will not offer legal advice or any interpretation of the law or legal terms. Interpretation is defined as the explanation of what is not immediately plain, explicit, or unmistakable. Although staff members will be as helpful as possible in locating and providing necessary legal materials, it is the responsibility of the patron to determine what the law "means".

Number:	4.01
Effective:	08-28-13
Revised:	08-28-13

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 Lewisville 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 Lewisville. 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 Lewisville residents or purchase a non-resident card.

Number: 4.02
Effective: 03-27-13
Revised: 01-19-23

CIRCULATION

Staff shall make one library card available to any individual or family who resides in Lewisville or who pays property tax within the city limits of Lewisville, or, upon payment of a fee equal to the amount of per household residential support as determined by the Board, to any non-resident. *See section 4.02a.*

Members of libraries participating in cooperative borrowing agreements with the Library may borrow materials without charge.

Borrowing or checking-out library materials, with the exception of e-readers (*see section 4.04c*) and videos, is for three weeks. After three weeks the borrowed, library owned, material will be subject to overdue fees. *See section 4.03.*

Borrowing or checking-out library movies, is for seven days. After seven days the borrowed, library owned, material will be subject to overdue fees. *See section 4.03.*

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

Number: 4.02a
Effective: 01-23-19
Revised: 01-20-22

LIBRARY CARDS

The Library offers the following cards:

1. Borrower's Card

Borrower's Cards are available without direct payment of a fee to Lewisville residents; individuals paying ad valorem taxes on real and/or personal property situated within the city limits. An applicant for a Borrower'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 Lewisville

Borrower's Cards will be updated annually upon verification of continued eligibility. A Post Office box will not be accepted as proof of residency. Unmarried minor children (under 18 years of age) residing in Lewisville shall be issued an individual card, without identification, so long as a parent or legal guardian 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 or family who does not meet the requirements for a Borrower's Card may obtain a Non-Resident Card upon the payment of an annual fee of \$10.00/single or \$20.00/family and in-person presentation of official photo identification. The Non-Resident Card has the same privileges as a Borrower's Card. Non-resident senior citizens or couples over the age of sixty may purchase a Non-Resident Card for an annual fee of \$10.00.

3. Lili/Courtesy Card

Cards available on request. Patron must have a current library card in good standing with a library in Eastern Idaho. Library circulation limitations are at the discretion of the library director.

Number: 4.03
Effective: 07-01-13
Revised: 01-19-23

FINES AND FEES

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

The Board has established the following fines and fees:

1. Overdue items

Fines on overdue items owned by the Library are charged at 10¢ per day

2. Lost or Damaged Items

If an item is lost or damaged, the patron shall pay the price that appears in the Library's circulation database. Appropriate replacement copies will be accepted in lieu of payment for lost or damaged materials.

3. Copies and Prints

Copies and prints will be charged at 10¢ per sheet.

4. Faxes

Sending Faxes

Free if sent to a local phone number. Charged at 10¢ per sheet for long distance numbers

Receiving Faxes

Received faxes will be charged 10¢ per sheet

5. E-readers

Fines on overdue e-readers owned by the Library are charged at \$2 per day. (*See Section 4.04d*).

6. Movies

Fines on overdue movies owned by the Library are charged at 25¢ per day.

No materials will be loaned to patrons owing more than \$5 in fines and fees.

Number: 4.04
Effective: 05-23-12
Revised: 05-23-12

USE OF TECHNOLOGY

The Library provides access to technological resources that create increased information access opportunities for all citizens. The Library attempts to maintain patron confidentiality at all times, but cannot guarantee the confidentiality of information sent, received, or printed by a patron.

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

Number: 4.04a
Effective: 05-23-12
Revised: 01-20-22

COMPUTER USE

Top Computer Courtesies

Lewisville Legacy Library (LLL) wishes to provide equitable computer access to all citizens. Please observe the following computer courtesies:

1. Please sign in before using computers.
2. Please cooperate with staff.
3. Do not download and/or install software programs on library computers. If you do, you may lose library privileges.
4. Do not access pornographic or obscene materials. If you do, you will lose library privileges.
5. If no computers are available, check with library staff, or make a reservation for when a computer is available.
6. Save your work on a floppy disk or USB key-drive. You cannot save on the hard drive.
7. Computer work stations are designed for use by one person at a time.

Acceptable Use

Internet Access: The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. LLL does not monitor, has no control over, and does not accept responsibility for material in other sources on the Internet. At own discretion, library users access the Internet and are responsible for the results of their searches.

Responsibilities of Computer Users: LLL requires computer users to respect the rights and sensibilities of all library users. Some Internet sites are inappropriate for viewing in a public setting. Users should refrain from the use of Internet sounds and visuals that may disrupt the ability of other library patrons to use the library and its resources. Library staff reserves the right to end Internet sessions when sexually explicit or pornographic materials are displayed. (See also Illegal and Unacceptable Uses).

Internet Safety: Librarians are partners with parents in guiding children to safe and appropriate use of the Internet. In compliance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), LLL filters all Internet computers. Adult patrons age 18 years and older may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets LLL guidelines. Lewisville Legacy Library restricts access to chat rooms to computer users 18 years of age and older. Parents and guardians are responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view. The library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance.

LLL staff provides guidance and assistance to children, parents and guardians in a variety of areas:

- Provide suggestions and assistance in conducting online research and evaluation of Web sites.

- The library distributes in print and through a web link the "Child Safety on the Information Highway" produced by the National Center for Missing and Exploited Children and Inter-active Service Organizations.

Copyright: U.S. Copyright law (Title 17, U.S.C.) Prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the LLL expressly disclaims any liability or responsibility resulting from such use.

Software/Hardware: Library software is copyrighted and may not be reproduced. (See also Copyright). Users may not load their own or any other software on library equipment. This includes, but is not limited to, disks that are checked out, disks in books that may be checked out, and disks in reference materials that must remain in the library. Users are not permitted to store any software or other data on the hard drives of the library's computers or alter the programs currently installed on the systems. Anyone tampering with any library hardware or software will be denied access to library computers in the future, and also may lose their library privileges.

Disclaimer: Users access the library computer hardware, software and documentation at their own risk. The Lewisville Legacy Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

Illegal and Unacceptable Uses: People may use the library computers only for legal purposes. Examples of unacceptable uses include but are not limited to the following:

- Display of sexually explicit or pornographic materials;
- Harassment of other users or violation of their privacy;
- Libeling, slandering or maliciously offending other users;
- Violation of copyright laws or software licensing agreements;
- Attempting to crash, degrade performance or gain unauthorized access to LLL's or to other computer systems and networks;
- Damaging equipment, software or data belonging to LLL or other users.

Violations may result in the loss of Internet and/or library privileges. Illegal use of the computers also may be subject to prosecution by local, state or federal authorities.

Computer Use Procedures

Printing: The printing charge is 10 cents per page and applies whether the user brings paper or uses library paper. Lewisville Legacy Library is not responsible for loss of data that may occur when printing.

Saving Files and Documents: All documents that are saved must be saved to a disk or USB key-drive belonging to the user. The Lewisville Legacy Library is not responsible for loss of data that may occur when saving documents.

Compliance

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state or federal laws.

Number: 4.04b
Effective: 03-28-12
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INTERNET AND ONLINE USE

General Introductory Statements:

Public access to the Internet and online services has become a part of the City of Lewisville Legacy Library's programs and services. The intent of this policy is to meet the provisions of Idaho Code 33-2741, as well as provide guidelines for patrons and staff regarding Internet accessible and online computer use.

As a matter of policy, the City of Lewisville Legacy Library will abide by all laws governing or regulating Internet use as such legislation relates to library policy or service.

This Policy document will be reviewed by the City of Lewisville Legacy Library Board at least every three years.

Legal requirements:

The City of Lewisville Public Library's Internet Access Policy complies with Idaho Code 33-2741
PUBLIC LIBRARIES – INTERNET USE POLICY REQUIRED.

The City of Lewisville Legacy Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are obscene, child pornography, or harmful to minors, as defined in I.C. 33-2741. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor.

The City of Lewisville Legacy Library has in place a policy of Internet safety, which may include the operation of a technology protection measure on any publicly accessible computer with Internet access that protects against access to visual depictions that are obscene or child pornography as defined in I.C. 33-2741. The filtering software may be enforced to provide Internet safety during any use of a computer.

Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified in Idaho statute. Filtering software will provide Internet safety for all library computers connected to the Internet during the use of a computer by a minor. However, an authorized library representative may disable a technology protection measure at the request of a patron to enable Internet access for lawful purposes.

Implementation requirements:

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

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

be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Idaho Code 33-2741.

Number: 4.04c
Effective: 10-28-15
Revised: 01-20-22

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.

Number: 4.04d
Effective: 01-23-13
Revised: 10-28-15

E-READER BORROWER USE AND PROCEDURES

It is part of the Lewisville Legacy Library's mission to provide materials in both printed and electronic format. To help provide equal access to electronic books (e-books), the Library has e-Readers that may be borrowed with preloaded books.

SECTION 1: BORROWER CRITERIA:

To borrow an e-Reader from the Lewisville Legacy Library, the patron must be a current Lewisville Legacy Library card holder, have a valid driver's license and credit card, and the patron must be 18 years of age or older.

A patron who borrows an e-Reader is required to complete a **Borrower's Agreement** and provide credit card information. The patron will receive a copy of this agreement.

First time borrowers will receive training from Library staff prior to borrowing an e-Reader.

SECTION 2: CONTENT:

The Lewisville Legacy Library has a collection of e-books preloaded on each e-Reader from which patrons may choose.

Patrons may not download titles onto the Library's e-Reader from any other source. Any titles downloaded or purchased from other sites will be charged to the patron's credit card.

SECTION 3: CHECK OUT PROCEDURE:

E-Readers are loaned on a first-come, first-served basis.

E-Readers may be checked out for 14 days with no renewals, with a waiting period of seven days before the same patron may borrow the e-Reader again.

Patrons 10 and older may use an e-Reader in the Library for one hour per day, if one is available. The patron must leave a valid form of I.D. (student card, drivers' license, etc.) at the Desk until the e-Reader is returned.

E-Readers must be checked out from the Desk.

SECTION 4: RETURN PROCEDURE:

E-Readers must be given to a staff member at the Desk. They may not be left at this desk if the desk is unattended, and may not be left at any other desk. If the Desk is unattended, patrons should find a staff member to assist them.

E-Readers must not be returned in the book drop.

E-Readers must be returned to the Lewisville Legacy Library in person only.

SECTION 5: OVERDUE FINES AND/OR FEES:

Overdue fines are *\$2.00 a day up to a maximum of replacement cost*, and start from 1 day overdue. The borrowing patron's card will be blocked from the first day the e-Reader is overdue.

The patron will be charged replacement fees for any items not returned in the e-Reader kit, or for items returned damaged. Fees in excess of \$25.00 will be charged against the patron's credit card.

E-Readers returned in the book drop or to another library will be subject to an additional fee of \$25.00.

Patrons may not download titles onto the Library's e-Reader from any other source. Any titles downloaded or purchased from other sites will be charged to the patron's credit card.

SECTION 6: POLICY EFFECTIVE DATE, AMENDMENTS, AND REVISIONS

This policy is effective upon approval of the Library Board of Directors. Amendments and/or revisions to this policy shall be formulated and recommended to the Board by the Policy Committee. The policy may then be amended and/or revised at the regular meeting of the Board, following the meeting at which the amendment and/or revision was proposed.

Number: 4.05
Effective: 08-28-13
Revised: 08-28-13

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 ephemeral 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.

Number: 4.06
Effective: 01-31-18
Revised: 01-31-18

PATRON BEHAVIOR GUIDELINES

Behavior which may result in being asked to leave the library:

- Abusive, threatening, or menacing language
- Physical, sexual, or verbal harassment of an individual, public or staff. This includes the Internet or other computer resources.
- Unreasonable, intentional noise which affects the ability to function of those individuals working in the area
- Taunting, following, stalking, provoking or challenging an individual
- Fighting or wrestling
- Threatening harm to persons, or property
- Hindering, impeding, or preventing the movement of an individual into, out of, or about a library facility or vehicle
- Unauthorized possession or mutilation of library materials
- Unauthorized possession or mutilation of an individual's personal property
- Exhibiting unacceptable behavior which indicates an individual is under the influence of alcohol, beer, or any controlled substance
- Selling, purchasing or offering for purchase any item or service while on library property or library vehicles
- Destruction, mutilation, or damaging of library property, facilities, or vehicles
- Failure to wear shoes, shirts, pants
- Any other act(s) not covered above which threaten an individual, public or staff, library property, library materials, library facilities, and library vehicles
- Any illegal act
- Trespassing in a non-public area of any library facility

Behavior for which an individual may be warned as inappropriate - one or more warnings may result in being asked to leave:

- Sleeping
- Eating and/or drinking except at a library-sponsored event
- Smoking
- Selling, purchasing, or offering to sell products to any individual
- Panhandling
- Horseplay
- Loud talking or laughter which disturbs others
- Use of public restrooms or library facilities for bathing or laundering purposes

Number: 4.06a
Effective: 01-31-18
Revised: 01-31-18

UNATTENDED CHILDREN & VULNERABLE ADULTS POLICY

The Lewisville Legacy Library strives to provide a warm, welcoming and safe environment conducive to lifelong learning for customers of all ages. Sharing this environment with other people requires that everyone follow the Patron Behavior Guidelines established by the Library Board of Trustees and posted in library building and on the Library website.

The Library encourages children and vulnerable adults to use its facilities and services. While the Library is concerned for the safety of children and vulnerable adults in and around library facilities, the Library does not act in loco parentis (in place of parents). A parent, legal guardian, teacher, custodian or caregiver is responsible for monitoring the activities and managing the behavior of children or vulnerable adults during their Library visits. Library employees have many duties and do not serve as a substitute for daycare or babysitting. The Library is not responsible for any consequences of parents, legal guardians, teachers, custodians or caregivers not fulfilling their responsibilities.

The safety of children and vulnerable adults is a priority for the Library. However, the Library is a public building, open to all. Therefore, they may be at risk when they are left unattended. There are many factors that could place them in danger.

Children and vulnerable adults could be approached by or tempted to leave with an unscrupulous stranger. They could become frightened, anxious, or ill; could have no place to go in the event of an unexpected closing; or could encounter hazards such as stairs or electrical equipment. Additionally, they usually lack the necessary maturity to handle emergency situations such as severe weather, fire, or civil disturbance.

The Library will adhere to the following guidelines concerning the care and behavior of children and vulnerable adults.

- Children under the age of five (5) and children and vulnerable adults who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library.
- Children age five (5) and over and vulnerable adults who can understand and follow the Patron Behavior Guidelines and who can care for themselves are allowed to be in the library unattended. They should have contact information for someone who can assist them in an emergency.
- Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:
 - the health or safety of an unattended child or vulnerable adult is in doubt;
 - a child or vulnerable adult is frightened while alone at the Library;
 - the behavior of an unattended child or vulnerable adult disturbs other Library customers and has caused staff to ask the individual to leave the Library;
 - an unattended child or vulnerable adult has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time.
 - If a parent, legal guardian, custodian or caregiver cannot be reached, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child or vulnerable adult.
- Library employees are not permitted to transport children or vulnerable adults away from Library facilities.

Parents, legal guardians, custodians, caregivers, children and vulnerable adults who are in violation of this policy or the Patron Behavior Guidelines are subject to suspension of library privileges.

An unattended child generally is defined as:

- a child under the age of five (5) who is not accompanied by a parent, legal guardian, custodian or caregiver age 12 or older;
- a child under the age of eighteen (18) who is not accompanied by a parent, legal guardian, custodian and who does not know or have the information necessary to contact a parent, legal guardian or other responsible adult;
- a child under the age of eighteen (18) who is not accompanied by a parent, legal guardian, custodian and who is not picked up by closing time and who needs assistance procuring transportation;
- a child under the age of eighteen (18) who is not accompanied by a parent, legal guardian, custodian 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 custodian. Additionally, an individual is considered a vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation.

Number: 5.01
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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.

Number: 6.01
Effective: 01-19-23
Revised: 01-19-23

COLLECTION DEVELOPMENT

SCOPE OF POLICY

Lewisville Legacy Library's collection is intended to meet the educational, informational, recreational, and cultural needs of its community through a wide variety of materials (print, non-print, and digital). The purpose of the Collection Development Policy is to establish and maintain a documented approach to collection management. Limits of space and budget make it necessary to define the collection with enough specificity so library staff can determine whether a title should be purchased and when materials should be weeded.

The purpose of this policy is to provide a written framework for the library staff to manage the purchase and disposition of library lending resources. This policy supports the library's mission, defines the purpose of the collections, and guides collections work throughout the library.

While this policy does not replace the judgment of the Library Director and designated library selectors, it does:

- Provide a written framework for planning, building, selecting, and maintaining the library's information resources in a cost-effective and user-relevant manner.
- State priorities and indicate boundaries in choosing and evaluating materials that best meet the needs of the community.
- Provide the ability to use professional judgment within acceptable limits while balancing the library's funding resources.
- Describe how materials are selected, evaluated, and maintained.
- Inform the public about principles of material selection and the ability to request the removal of materials.

GUIDANCE STATEMENTS

The Lewisville Legacy Library's function is to connect our community with information, ideas, and experiences for enjoyment and enrichment. Ultimate responsibility for materials selection and withdrawal rests with the Library Director who operates within the framework of the policies determined by the Library Director and the Library Board of Directors. The Library Director may also delegate qualified staff with the responsibility of making selections.

This policy ensures that the library's collection will reflect the needs of our community, while creating unique experiences, fostering literacy, and introducing a variety of sources of formats.

The Lewisville Legacy Library Board has adopted these additional statements and principals set forth by the American Library Association, and they are used as guidelines for all library materials selected by library staff.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

INTELLECTUAL FREEDOM

The Lewisville Legacy Library supports intellectual freedom, freedom of inquiry, freedom of expression, freedom to view, and the free exchange of ideas as expressed in the American Library Association Bill of Rights and the American Library Association Intellectual Freedom to Read and Freedom to View Statements. In our selection process, all points of view will be considered without prejudice or censorship. No materials or resources will be censored solely because of personal objection to the author's use of language, stance, sex, sexual orientation, religion, political philosophy, personal history, personal persuasion, affiliation, or national origin; likewise, materials will not be censored based solely on a personal dislike of or distaste for the subject matter. Care will be taken to ensure that the collection reflects diverse viewpoints. Materials and resources selected will be readily available to all library users.

CRITERIA FOR MATERIALS SELECTION AND WITHDRAWAL

Responsibility of Selection

Responsibility for selection of library materials ultimately belongs to the Library Director and designated library staff who follow the criteria for selection. The Library Director has the authority to reject any material request from designated library selectors or patrons that are deemed unfit for purchase. The Library Director will provide training for selecting materials and collection training documents for staff to access.

General Criteria

Materials are selected based on public demand, usage statistics, and relevance of materials to the community served directly by the library. The library provides professional tools for selectors to monitor and assess the health of the library collection, to make informed choices on new and changing resources, and thoughtful determination on the removal of library resources.

The library collection is shaped, in part, by patron use of the library collection. The collection includes multiple formats and represents the diverse viewpoints and interests of the community the library serves.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage, and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents and/or legal guardians, who guide and oversee their own children's development. The library does not intrude on that relationship. Selectors use multiple resources to select a variety of diverse high-quality materials to encourage and facilitate reading skills on a multitude of levels. Selectors also choose current-interest materials.

Evaluation Criteria

- Public demand and anticipated demand
- Relevance to the interest and needs of the community
- Attention to critics and reviewers, award winners, or inclusion in bibliographies
- Significance, timeliness, or permanence of subject matter
- Relevance and suitability of physical format
- Representation of diverse viewpoints
- Relevance to early literacy
- Literary merit and contribution to the field of knowledge
- Relationship to the existing collection
- Suitability and style for intended audience
- Reputation or qualifications of the author, creator, or publisher
- Value of the resource in relation to its cost
- Condition of material
- Availability of content through the Internet, subscription databases

Scope of the Library Collection

The Lewisville Legacy Library fiction and nonfiction collections include materials of an enduring nature as well as current-interest materials. The collections include information in multiple formats and represent the diverse viewpoints and interests of the community the library serve regularly evaluates the collections to ensure their relevance.

Scope of the Online Collection

The available online collections represent the diverse viewpoints and interests of the entire community the library serves. This collection includes periodical and educational databases, eBooks and other downloadable and streaming media, and instructional programs. With the increased production of and reliance on electronic resources, the library is committed to meet the demands with sustained effort to identify and acquire them. Examples of electronic formats may include but are not limited to downloaded or streaming e-journals, e-books, e-audiobooks, e-videos, and e-music.

Patron Recommendations

The collection is driven by patron demand. Patron Driven Acquisition emphasizes patron use and purchase suggestions as the most powerful influence on the library's collection. Patrons may request items if the library does not own them. Each request is reviewed and given highest priority for inclusion in the collection if they meet the selecting criteria. All requests not meeting the selecting criteria for purchase will be pursued through Inter-Library Loan where possible. Suggestions from patrons and staff are highly encouraged to give direction to designated library selectors as they develop the collection. In addition, library staff will make every possible effort to routinely review data and metrics generated by the circulation of library materials to inform them of how to develop the collection. Ideally, PDA will help the library purchase materials guaranteed to circulate and decrease purchases that are "dead on arrival," in turn, saving money.

SPECIAL COLLECTIONS

Donations (*see also 6.02 Gifts and Bequests*)

The library will accept gifts to be added to the collection with the understanding they meet the same standards as purchased materials. No conditions may be imposed on the library relating to the donated materials after they have been accepted by the library, and all donated materials shall become the exclusive property of the library. The library reserves the right to determine the suitability of donated materials and dispose of gifts not suitable for library use.

The library does not have staff with the expertise to value any donated materials. Therefore, the library can only acknowledge the fact that items were donated without the assigning of values. Donations given

to the library for purchases of memorial/honor materials are welcomed. A donor may suggest the subject field and library location in which the material will be located.

Local Government Documents

Lewisville Legacy Library is a designated access point for selected local government documents of the City of Lewisville, Idaho. These documents are available without charge to the community.

Inter-Library Loan

The library cannot purchase all materials that are requested. Therefore, Inter-Library Loan will be used to borrow materials, if available, from other libraries to meet our patrons' needs.

Local and State History Collections

Lewisville Legacy Library acknowledges the responsibility to preserve and collect materials concerning state and local history. The library will acquire and preserve community, local, and state historical materials.

COLLECTION MANAGEMENT

The library's collection is a living, changing entity. As items are added, others are reviewed using software collection tools for their ongoing value and are sometimes withdrawn from the collection. Decisions are influenced by patterns of use, the capacity of each location, and the holdings of other libraries that may specialize in a specific subject matter. Library staff reviews the collection regularly to maintain its vitality and usefulness to the community.

The library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Library Book Sale serves as an instrument for the library, reselling and redistributing library materials that are withdrawn from the collection or donated to the library and designated by the library for resale.

CRITERIA FOR WEEDING AND WITHDRAWAL

The following criteria are used in selecting materials for withdrawal:

- Not circulating in five years (with some exceptions)
- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online

PRESERVATION

Certain types of materials require activities to extend the physical life of the item or to retain the intellectual content. Decisions for preservation recognize that not all items need to be given the same level of care, security, and attention. In addition to the criteria outlined above under Collection Management, library staff use the following criteria when evaluating an item for preservation:

- Cost (includes value of the item and preservation expense)
- Intellectual content
- Intrinsic value
- Significance/uniqueness of item to the collection
- Storage/environmental capabilities

REQUESTS FOR RECONSIDERATION

The choice of library materials by users is an individual matter. While a person may reject materials for themselves or their children, they cannot exercise censorship to restrict access to the materials by others.

It is the belief of the Lewisville Library Board of Directors that the library has a right and a duty to keep on its shelves a representative selection of materials on subjects of interest representing all sides of controversial topics. Library materials will not be marked or identified to show approval or disapproval of their contents. No library material will be sequestered except to protect it from damage or theft.

In addition, Lewisville Legacy Library will develop and purchase a collection that will benefit the broad spectrum of its service community. This will include, but is not limited to, serving the needs of adults, young adults, and children in their unique ways. The responsibility for children and young adults' exposure to library materials rests with their parents and/or legal guardians, and the Library assumes no responsibility for controlling the access of children to the entire collection of the Library.

All requests for reconsideration of materials will be handled by the following process:

- The library patron must complete a "Materials Reconsideration" form and return it to the Library Director.
- The Library Director will evaluate the material using published reviews and the collection development policy as guidelines.
- The Library Director will notify the patron originating the "Materials Reconsideration" form in writing of the decision.
- If an individual is not satisfied with the decision, they may appeal to the Library Board by contacting the Library Director and asking for the item to be placed on an upcoming Library Board meeting agenda.

Materials Reconsideration Form

All requests for reconsideration are taken seriously by Lewisville Legacy Library staff.

The Materials Reconsideration Form is included in the full policy document PDF and by requesting a copy from the library circulation desk.

MATERIALS RECONSIDERATION FORM

The trustees of Lewisville Legacy Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Please Print Clearly

Name _____ Date _____

Mailing Address _____

Street or P.O. Box _____ Apt _____

City _____ State _____ ZIP _____

Phone (_____) _____ — _____ Email _____ @ _____

Street Address (if different from above) _____

Street _____ Apt _____

City _____ State _____ ZIP _____

Do you represent self? Or an organization? Name of Organization _____

Are you a patron/account holder at Lewisville Legacy Library? Yes No

Resource on which you are commenting:

Book (e-book) Movie/DVD Magazine Audio Recording/CDs Newspaper

Activity Kit Website Link/Digital Resource Other (specify) _____

Title _____

Author/Producer _____

What brought this resource to your attention?

Have you read/examined the entire resource? Yes No If not, what sections did you review? Please be specific.

What concerns you about the resource? Please be specific, including page numbers, track numbers, or time stamps where possible.

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee consider?

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GIFTS AND BEQUESTS

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.

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 account.

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