

**Latah County Library District  
Proposed Administrative Policies 2.0  
March 2010**

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**2.0 GENERAL POLICIES**

**2.1 District provided e-mail account**

Each staff person is given an e-mail account upon hire. The account is to be used for work purposes only.

Each Board member will be provided an e-mail account upon request. Messages sent to or received by LCLD email accounts are public records subject to disclosure.

**2.2 District Computers**

**2.2.1 Staff**

Computers are provided for most District staff. The computers are to be used for work purposes only.

No software is to be loaded onto any District computer without prior approval from the network administrator.

The District has the right to inspect any and all files stored in secured areas of the District's network, on computing devices owned by the District, or on any other storage medium provided by the District for District business in order to monitor compliance with this policy.

**2.2.2 Public**

Computers are available for free public use at all District libraries. These include computers for word processing, PAC (public access catalog), and Internet use.

All public computers will have shared access to District databases. To the extent possible, all databases will also be accessible off-site.

It may be necessary, depending upon demand, to have patrons sign up for computer use, limiting the amount of time one person can be on a computer. Each district library will have documented procedures approved by the Director that govern availability of Internet and other public computers.

If a person refuses to comply with the Internet Use Policy or with library procedures governing computer time limits s/he may lose computer privileges (see Administrative Policies 2.4.1 and 2.4.2)

Patron downloading from the Internet to the computer hard drive is not allowed. This is necessary to aid the District in keeping its computers virus free.

### 2.2.3 Laptops

Patrons are free to use personal laptops in any of the District's libraries.

WiFi access to the Internet is filtered in Moscow. Filtering will not be removed. If a person desires unfiltered access they can use one of the library's unfiltered computers.

Staff assistance in activating WiFi capability or troubleshooting WiFi on a personal laptop is not provided.

## 2.3 Children's Internet Protection Act (CIPA)

Use of public computers is governed by the Internet Use Policy (Administrative Policy 2.5).

LCLD filters computers with Internet access that are located in the youth area of the Moscow Library.

Latah County Library District foregoes e-rate funding for Internet access, Internet service or internal connections.

## 2.4 Patron Conduct Code (Covers conduct on grounds and in library buildings)

In order that everyone who comes to our libraries may feel safe, comfortable, free to use the available resources, and have equal access to the facilities, equipment and collection, the following guidelines for personal conduct are outlined. Patrons are expected to be respectful of others by complying with these.

1. Discharge of any projectile on library property.
2. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than that intended by the manufacturer or Library District.
3. Engaging in behavior which is disruptive or potentially harmful to other patrons or staff including but not limited to: verbally intimidating or threatening staff or other patrons; verbally or physically harassing staff or other patrons by following, staring at, or photographing them; making unreasonable noise; or engaging in loud or boisterous behavior or talking.

4. Bringing an animal to the Library, other than a service animal or leaving an animal unattended on library property.
5. Using cellular telephones, radios or other sound-producing devices in a manner capable of being heard by staff or patrons other than those needed to accommodate a disability (applies only in the library building).
6. Soliciting or selling items without permission.
7. Loitering, sleeping, or lying down.
8. Intentional misuse of any library computer (as defined in the Internet Use Policy), or of library copiers, phones, or other equipment.
9. Running in the library, or climbing on shelves, furnishings, or outside structures in ways for which they were not designed.
10. Impeding the free movement of persons into or out of the Library.
11. Smoking in the Library building or on library grounds.
12. Using wheeled devices such as bicycles, roller blades, skateboards, or the like inside the library building or on the entry area immediately surrounding the building other than those required to accommodate a disability.
13. Leaving wheeled devices such as bicycles or the like near the main entry area.
14. Consuming food or beverages except at library authorized functions.
15. Having an odor which unreasonably interferes with the ability of staff or patrons to use the library.
16. Being in the library barefoot or without a shirt.
17. Washing clothes or bathing in the restrooms.
18. Gambling on library property.
19. Bringing large parcels or pieces of luggage into the library which interfere with the free passage of persons or equipment.
20. Possession of alcohol except at library authorized functions..
21. Entering non-public areas of the building without permission.
22. Leaving a child under 8 alone at the library.

Conduct in violation of Federal, Idaho, or local laws on LCLD property may result in loss of library privileges and will be reported to law enforcement authorities.

#### 2.4.1 Enforcement

Staff members are expected to use their discretion to resolve conduct issues that unreasonably interfere with the use and enjoyment of the library by staff and patrons. If a violation of the Conduct Code, Unattended Children Policy, or Internet Use Policy cannot be resolved informally or is of such a serious nature that, in the opinion of the staff member, immediate enforcement action is warranted, the staff member may ask a patron to leave the library or may terminate their use of library computer terminals for the day. Repeated or serious violations or refusal to comply when asked by a staff member to leave the library or relinquish control of a library computer terminal may result in being barred from the library or denial of use of library computers for a longer period of time (see Administrative Policy 2.4.2). Refusal to comply with a staff member's request to leave or terminate use of library computer equipment may also result in

law enforcement being called for assistance. A staff person who takes an enforcement action under this policy or Administrative Policy 2.4.3 shall document the action in writing on a form to be approved by the Director.

#### 2.4.2 Appeals

Any patron who is barred from entering the library or from using library computers for a period of two (2) or more consecutive days may appeal the decision, in writing, to the Director. The Director may interview any party involved or witnesses and consider any other evidence available in reaching a decision which shall be communicated to the patron and staff person in writing. The Director's decision shall be final except in the case of a person barred from entry or use of library computers for a period exceeding 364 days or when the Director was directly involved in the original decision. In the latter cases the patron may appeal the initial decision in a writing delivered to the President of the Board of Trustees who shall place the issue on the agenda of the next scheduled meeting. The Board may interview any party involved or witnesses and may consider any other evidence in reaching a decision which shall be delivered to all parties involved in writing.

#### 2.4.3 Unattended Children

LCLD is dedicated to providing services to patrons of all ages. Staff is available to assist children in using the libraries' resources. However, it is not the role of LCLD or staff to provide child care. Please remember that the library is a public building. For liability reasons, the staff cannot take responsibility for children left alone at the library. **Parents or guardians are responsible for the safety and behavior of their children at all times while in the library.** If your child is too young to leave the library by him or her self then he or she is too young to be in the library alone. For the safety and comfort of all of our patrons, LCLD has established the following policies:

1. If a child violates the patron conduct code he/she may be asked to leave the library. If the child is unable to leave the library without supervision by a parent/responsible person the parent/responsible person may be asked to leave the library with the child.
2. In the following situations library staff may attempt to contact a child's parent or guardian. All children should carry emergency contact information at all times. If the parent or guardian cannot be reached, or cannot arrange to immediately pick up their child, staff may place the child in the care of the appropriate law enforcement agency:
  - a. A child is found alone and frightened or crying in the library;
  - b. A child is alone and doing something dangerous;
  - c. A child violates the patron conduct code but is unable to leave the library alone;

- d. No parent or caregiver comes at closing time to pick up a child who needs transportation to leave the library;
  - e. A child under age 8 is left alone at the library.
  - f. Another person at the library seems to be a danger to the child;
3. If a child repeatedly violates the patron conduct code he or she may lose their library privileges. If any of the situations described in (a) through (e) of subsection 2 occur repeatedly the child and/or the parent/responsible person may lose their library privileges.

## **2.5 Internet Use Policy**

The Latah County Library District provides access to electronic resources including the Internet which create increased opportunities for all our patrons to expand their resources world-wide.

Access to the Internet is available without charge to anyone during all open hours.

Latah County Library District does not endorse the viewpoints presented, or vouch for the accuracy of the available information from the Internet.

Parents are responsible for providing guidance to their own children. The library accepts no responsibility for failures of the filter described in Administrative Policy 2.3 to block specific sites.

Internet users should be aware that they are working in a public environment with people of all ages and diverse viewpoints.

Access from computers at the library to any network, including the local library network and the Internet is for legal purposes only. Loss of use privileges at the library and criminal and/or civil prosecution are possible for illegal or inappropriate uses of computing resources.

Examples of illegal or inappropriate uses include but are not limited to the following:

- 1) Attempting to bypass the security of the computers or local area network at the library.
- 2) Attempting to bypass the security of any other computer or network including the Internet.
- 3) Attempting to intentionally introduce a "virus" or similar piece of code that may do damage to any data, computer, or networking device.
- 4) Attempting to alter or damage any software, operating systems, or configuration files.
- 5) Attempting to use unauthorized computer accounts, access codes, or network numbers.
- 6) Viewing illegal materials including obscenity and child pornography. It is unlawful (Idaho Code Section 18-1515) to knowingly make available to a person

under 18 years of age images depicting nudity, sexual conduct, sado-masochistic abuse or other material which is harmful to minors. All public areas of the library, including all public computer terminals, are open and available for use by minors.

7) Violations of another user's privacy.

8) Violations of copyright or other laws.

Library information technology resources may not be used to harass, abuse, or threaten another person.

The Latah County Library District attempts to maintain patron confidentiality at all times involving the patron's individual legal use of electronic resources and services offered by the library but cannot guarantee the confidentiality of information sent by a patron onto the Internet.

The library assumes neither responsibility nor liability for any loss or damage incurred by anyone using the library's computing resources, including any loss or harm incurred by a patron arising out of or associated with giving or receiving personal or financial information across the library's network and the Internet.

Anyone accessing the Internet using the Moscow Library's WiFi capability will find that their access is filtered. Library staff will not provide any filtering changes. For unfiltered Internet access, one of the library's unfiltered public terminals must be used.

## **2.6 Copiers, Printers, Fax Machines (public use)**

Copiers and printers are available for public use at all seven Latah County Library District libraries.

Copy, printing and fax costs will be standardized throughout the District.

There is a fax machine at each library. At the branch libraries the branch supervisor must determine if public use is warranted.

No public use of the fax machine in Moscow is available.