GARDEN CITY PUBLIC LIBRARY POLICY MANUAL

MISSION
We engage and enrich the hearts and minds of our community.

VISION
The Garden City Public Library serves our community as its center for life-long learning.

VALUES
Family, Community, Nature, Civility, and Life-long Learning.

Adopted 03/15/2017, Reviewed 12/12/2018, 11/10/2021, 11/13/2024

Table of Contents

I. BOARD OF TRUSTEES 4
II. PERSONNEL 4
Board Responsibility for Library Director 4
Library Director Authority 5
Library Director Responsibilities 5
Library Staff Development 5
III. SERVICES 6
Bells for Books 6
Bulletin Board, Free Materials, and Exhibits 6
Designated Holidays 7
Emergency Closures 8
Holds Locker 8
Hours of Operation 8
Interlibrary Loan Policy 8
Notary 9
Small Meeting Room and Study Rooms Use Policy 9
Proctor Exam Policy 11
Programs 12
Reciprocal Borrowing 12
IV. USE OF THE LIBRARY 12
Circulation Chart 13
Fees 13
Library Cards 14
Patron Code of Conduct 16
Unattended Children Policy 17
V. TECHNOLOGY: SERVICES AND USE 18
Hot Spots and Chromebooks 18
Internet and Computer Use 18
Virtual Reality 19
VI. MATERIALS COLLECTION DEVELOPMENT POLICY 20
Constitutional Protection 20
Donation of Self-Published Books and Books by Local Authors 20

Requests for Reconsideration or Relocation of Library Materials 21
Selection and Deselection Criteria 22
VII. VOLUNTEERS 23
Non-Profit Organizations 24
VIII. AMENDMENTS 25

I. BOARD OF TRUSTEES

The Board of Trustees of the Garden City Public Library exists by virtue of the provisions of Title 33, Chapter 26, Idaho Code. The Board has among its powers the authority to establish policies for the governance of the Library. The Board may amend these policies at any time.

The Board shall conduct its business in accordance with adopted by-laws. The Board may amend its by-laws at any time.

The Board establishes policies in accordance with the American Library Association Code of Ethics and the American Library Association Bill of Rights.

**Adopted 10/14/2015, Reviewed 12/12/2018, 11/10/2021, 11/13/2024*

II. PERSONNEL

It is the policy of the Board of Trustees to follow the personnel policies of Garden City as set forth by the Garden City Employee Handbook.

Garden City Public Library supports Equal Employment Opportunity policies.

**Adopted 10/14/2015, Reviewed 1/9/2019, 1/12/2022, 12/11/2024*

Board Responsibility for Library Director

Under Idaho Code § 33-2607, the Board is responsible for hiring and terminating the Library Director, with the approval of a majority of the members of the City Council. The Board has responsibility for supervising and evaluating the Library Director. Nevertheless, it is the expectation of the Board that members of the Library's management team will bring serious concerns related to the Director's job performance to the attention of the Mayor, who in turn will consult with the Board. These concerns would include, but are not limited to:

- 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.

**Adopted 10/14/2015, Reviewed 1/9/2019, 1/12/2022, 12/11/2024, Revised 6/10/2026*

Library Director Authority

The Board authorizes the Director to establish regulations to further the Board's policies. The Library Director has the authority to recommend to the Mayor the dismissal of any Library employee whose performance of duties, attitude, professional ethics or conduct makes such action advisable. Such recommendation will be based on and adhere to Garden City policy. The Director will advise the Board Chair of all employee dismissals in a timely manner. As provided in City personnel policies, the Director will conduct exit interviews of all employees who voluntarily leave employment with the Library.

**Adopted 10/14/2015, Reviewed 1/9/2019, 12/11/2024, Revised 1/12/2022*

Library Director Responsibilities

As stated in Idaho Code § 33-2608:

- The Director shall advise the Board, implement policy set by the Board, hire and supervise all Library staff; and shall acquire Library materials, equipment and supplies.
- The Director shall be responsible for general administration of the entire operation of the Library.
- The Director shall establish work schedules, maintain work records, supervise and evaluate employees, and shall be responsible for in-service training.
- The Director shall attend all or part of each Board meeting, as directed by the Board, but shall not vote on Board issues.
- The Director shall keep the financial records and present a summary at each Board meeting.
- The Director shall be responsible for developing and maintaining operating instructions for each department, consistent with Board policy.

**Adopted 10/14/2015, Reviewed 1/9/2019, 1/12/2022, 12/11/2024*

Library Staff Development

Continuous learning is critical to renewing the expertise and skills needed to assist patrons. Library workers must continuously expand their knowledge in order to keep up with the goals and strategic plan of the Library.

One day each year the Library will close for in-service training. In addition to the in-service training, supervisors should seek opportunities for their staff through webinars, Idaho Commission for Libraries (ICFL) opportunities, conferences, and on the job training. All staff should complete an equivalent of one full shift on continuous learning per year.

Attendance at conferences should be rotated among eligible staff members. Opportunities should involve as many staff as feasible, given budgetary and staffing constraints.

The Director will decide who will attend national conferences based on budget availability, length of service of the employee, and length of time since attending a national conference. Conferences and trainings need to benefit the Library. Those who attend should present an in-service training for other staff.

**Adopted 10/14/2015, Reviewed 1/9/2019, 1/12/2022, 12/11/2024*

III. SERVICES

The Library provides access to material and digital resources, access to computers and the internet, assistance in finding information and materials, programs that educate and entertain, and a safe comfortable place for the community to congregate.

**Adopted 11/18/2015, Reviewed 02/13/2019, 02/09/2022, 01/08/2025*

Bells for Books

Bells for Books is a unique and valuable mobile literacy program, with the mission: "to ensure that every child in Garden City has access to Library books." All wages and operating costs for this program are funded by the Garden City Public Library Foundation. Check-out materials are independent of the Garden City Public Library collection. While the program is in many ways separate from the Library, the program is subject to Library Board policies. The Library will make every reasonable effort to support the program.

**Adopted 11/18/2015, Reviewed 02/13/2019, 02/09/2022, 01/08/2025*

Bulletin Board, Free Materials, and Exhibits

The Library is a limited public forum. The Library will NOT post or display materials that are personal, for-profit, political, or proselytizing in nature.

The Library may permit passive 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.

The Board of Trustees endorses the American Library Association's Exhibit Spaces and Bulletin Boards interpretation of the Library Bill of Rights.

Distribution or posting of materials at the Library does not indicate a Library endorsement of the content, ideas, issues, events, or activities promoted by those materials.

The Library reserves the right to refuse any materials and/or revoke permission to use display areas.

Materials and/or exhibits may not include defaming or obscene materials or materials which could lead to a breach of peace or which advocate the violation of state criminal laws.

Library staff must approve all display materials. Items placed without prior approval will be removed and discarded.

Materials are only allowed in designated areas. They will be removed immediately following the event advertised or after thirty (30) days, whichever is first.

The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Library displays are given priority in scheduling the use of the display areas.

The Library may advertise commercial endeavors provided the Library is a beneficiary of those endeavors, such as in the case of a program sponsorship.

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.

Exhibitors will put up and take down all art work or displays during regular Library hours. It is the responsibility of the individual or organization using the display area to arrange and label the items.

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. Neither the Library nor Garden City is liable for loss of, or damage to, display items.

**Adopted 05/03/2016, Revised 03/11/2020, Reviewed 02/09/2022, 01/08/2025*

Designated Holidays

The Board shall annually designate official holidays when the Library will be closed and make these a matter of record for the staff. At the discretion of the Board, the Library may remain open on holidays when other City offices are closed.

**Adopted 11/18/2015, Reviewed 02/13/2019, 02/09/2022, 01/08/2025*

Emergency Closures

The Board authorizes the Director to close the Library in emergency situations such as power outages and inclement weather. School closures will be a resource guide when deciding to close the Library due to inclement weather. The public should be notified via available marketing and media outlets. Non-emergency closures shall be brought before the Board.

**Adopted 11/18/2015, Reviewed 02/03/2019, 02/09/2022, 01/08/2025*

Holds Locker

The Garden City Public Library (GCPL) has a location at the Garden City River Front Park (GCRP) through a holds locker and a book drop. The holds locker allows patrons 24/7 access to materials. Items that are too big for the locker and items sensitive to extreme heat or cold are not available for holds locker pickup. All Lynx Library Consortium cardholders are authorized to use this locker.
This location is not serviced daily. Items left outside of or on top of the book drop are not the responsibility of the Library. The locker and book drop are visible through a security camera utilized by the Garden City Parks Department. Any damages to library property will utilize footage from this camera and staff will contact the Garden City Police Department.

**Adopted 10/12/2022, Reviewed 01/08/2025*

Hours of Operation

Hours of operation shall be determined by the Library Director and the Board of Trustees. Hours of operation, at minimum, shall meet the requirements of Lynx Membership Standards. These hours shall be as long as possible within budgetary and staffing limitations.

**Adopted 11/18/2015, Reviewed 02/03/2019, 02/09/2022*

Interlibrary Loan Policy

The Interlibrary Loan (ILL) service provides Library patrons access to materials the Library does not own. Garden City Public Library provides ILL service, without charge, as part of our basic library assistance. However, patrons are encouraged to check if other materials obtainable in the Library or through the courier will meet their needs.

- Requests are made at the Help Desk.
- ILLs are free of charge to patrons of any age who have a current library card in good standing.

- Patrons are limited to three (3) requests at a time unless special authorization has been obtained from the Help Desk.
- The Library will only request materials from libraries that do not charge fees.
- The Library does not lend or borrow new material via Interlibrary Loan. Publication dates must be older than one year for staff to submit an ILL request.
- When a requested item arrives, the patron will be notified by phone, mail or email.
- Unclaimed ILLs will result in a five dollar ($5.00) per item fee being added to the patron's account.
- Renewal of ILL materials must be made three (3) days prior to the due date. All renewal requests must be made at the Help Desk.
- ILLs must be returned directly to the Garden City Public Library. They cannot be returned to other Lynx Libraries.
- If an Interlibrary loan is lost or damaged, the patron is responsible for any fees incurred from the lending library. Garden City Public Library overdue fees will be waived once replacement fees are paid.
- The Library will honor any restrictions attached to materials by loaning libraries such as library use only, short loan period, or no renewals.

**Adopted 11/18/2015, Revised 05/17/2017, 11/13/2019, Reviewed 02/13/2019, 02/09/2022, 01/08/2025*

Notary

Garden City Public Library's free notary service is intended for simple documents that do not require special expertise. Appointments are required. Patrons and witnesses must arrive at the appointment in-person with government issued photo identification that is current and not expired by more than three years. Patrons must supply their own witnesses. Staff and library patrons may not be solicited to act as witnesses.

Documents must be complete and ready to sign. Notaries may not direct patrons on verbiage, nor provide legal guidance. Documents must have a pre-printed notarial certificate, or the patron must be able to indicate which type of notarial act is required. Notary service will be denied if the above preparations are not met, if there are any issues of authenticity, ambiguity, or uncertainty, or if there are any concerns of competency, capacity, intimidation, or unreasonable rushing. Notaries reserve the right to refuse a notarial act.

**Adopted 06/10/2026, Revised 09/09/2026*

Small Meeting Room and Study Rooms Use Policy

The Board of Trustees supports the Library Bill of Rights, which states Libraries "make exhibit spaces and meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

- All meetings must be without charge and without solicitations of money.

- Onsite purchases or selling of goods or of services are prohibited, unless expressly permitted in advance by the Library Director.
- Presentations that are primarily commercial in nature, rather than educational, are not permitted.
- Rooms may not be used for private or personal events such as birthday or holiday parties.
- Food is not allowed in the study rooms.
- Cooking is not allowed in any of the rooms.
- Rooms must be left in the condition they were found.
- Rooms must be vacated twenty (20) minutes prior to the Library closing.
- All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Library.
- Permission to use a room does not constitute an endorsement by the Library. All news releases, publicity, or advertisements must include the following disclaimer: "This is not a Library sponsored event. Garden City is neither responsible nor liable for information provided by users of the Library's meeting room." No group may use the Library's address as its operational address.
- The Library is not responsible for any lost or damaged property before, during, or after a meeting or use of the study room.
- The Library assumes no responsibility of liability for accidents, injury, or loss of personal property in the Library's meeting room or study rooms.
- The Library reserves the right to refuse or revoke permission to use the meeting room or study room if the usage is disruptive to the Library's or City Hall's normal course of business, violates Library or City Hall policies and regulations, is deemed unsafe, or violates any local, state, or federal law.
- In the event damages occur, ordinary wear and tear excepted, the individual who made the reservation would be responsible for all costs incurred for cleaning and/or repairs.
- The Garden City Public Library Board reserves the right to review and amend this policy at any time.

Small Meeting Room Reservations

The Garden City Public Library has one conference room available for public use during Library hours. The room is equipped with a sink, a conference table, a dry erase board, ten (10) chairs, and wireless internet.

- The applicant must be eighteen (18) years of age or older and have a Lynx Library card in good standing. The cardholder must assume legal responsibility for their group's activities in the meeting room.
- Reservations can be made no more than six (6) months in advance. Library sponsored activities, Library affiliated groups, and Garden City departments are exempt from this rule.

- The Library reserves the right to cancel any reservation with a six (6) week notice for its own programming needs, or at any time due to unforeseen circumstances.
- No group may reserve the meeting room more than twelve (12) hours a month, unless expressly permitted in advance by the Library Director. Library sponsored activities, Library affiliated groups, and Garden City departments are exempt from this rule.
- Reservations cannot be made for meetings lasting longer than one (1) business day.
- Groups that do not show up within fifteen (15) minutes of their reserved start time forfeit the reservation.

Study Room Reservations
The Garden City Public Library has two (2) study rooms available for public use during Library hours. The larger study room holds up to four (4) patrons, the smaller study room holds up to two (2) patrons.

- Reservations can be made once per week per individual, after that the room is available on a first come first serve basis.
- Reservations must be made one (1) day prior to usage. They can be made no more than six (6) months in advance.
- A library card in good standing is required to reserve the room. A library card is not required to use the room on a first-come first-serve basis.
- Rooms may be used a maximum of six (6) hours per week, not to exceed three (3) hours in one day.
- Patrons must check in with the Help Desk prior to using a room.
- Reservations that are not fulfilled within fifteen (15) minutes of their reserved start time forfeit the reservation. Rooms that are vacated will be reassigned to another after fifteen (15) minutes.

**Adopted 02/10/2016, Revised 04/12/2017, 01/10/2018, 12/11/2019, 09/11/2024, 01/08/2025, Reviewed 02/09/2022*

Proctor Exam Policy

The Garden City Public Library proctors examinations for those with a Library card in good standing within the Lynx Library Consortium.

Garden City Public Library requires examinations to be scheduled five (5) business days in advance. When scheduling examinations, be mindful that all examinations must be completed at the Garden City Public Library during open Library hours. Garden City Public Library requires photo identification for each proctored examination.

Garden City Public Library reserves the right to cancel/change or deny proctoring any exam. The Library will deny any exam in which the institution's requirements go beyond the Library's capabilities.

**Adopted 11/18/2015, Revised 05/17/2017, Reviewed 02/13/2019, 02/09/2022, 01/08/2025*

Programs

Patrons may attend any program, regardless of home library or resident status. Signage will notify patrons when photographs are being taken for marketing purposes. Patrons may opt-out.

The Library may partner with schools, daycare centers, assisted living facilities, businesses, and non-profits in order to maximize its reach within the community. Daycare centers are encouraged to coordinate special tours and regularly occurring visits with programming staff.

**Adopted 11/18/2015, Reviewed 02/13/2019, 02/09/0222, 01/08/2025, Revised 05/08/2024*

Reciprocal Borrowing

The Library is a member of Lynx and includes Boise Public Library, Twin Falls Public Library, Caldwell Public Library, Nampa Public Library, Meridian District Library, Mountain Home Public Library, Eagle Public Library, Ada Community Library, Hailey Public Library, Kuna Library District, and Emmett Public Library. These libraries share an integrated on-line system for automated circulation, provide reciprocal borrowing for their patrons, and participate in courier services allowing patrons to borrow and return items to any of these libraries. Each library's rules and procedures will have authority over its own items.

See *Joint Powers Agreement: Lynx Library Consortium* for additional information.

**Adopted 11/18/2015, Revised 02/12/2020, 01/08/2025, Reviewed 02/13/2019, 02/09/2022*

IV. USE OF THE LIBRARY

Patrons will not be denied services because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.

**Adopted 01/13/2016, Reviewed 12/11/2019, 03/08/2023, Revised 11/12/2025*

Circulation Chart

Item Types	Loan Periods	GCPL Item Limits	GCPL Renewals*
Book	28 days	No Limit	2
Book Bags	28 days	No Limit	2
Magazines	28 days	No Limit	2
Audio Book (CD & MP3)	28 days	10	2
Music (CD)	28 days	20	2
Kit	28 days	10	1
Board Games	28 days	10	1
Book - New	21 days	20	2
Fortunate Find Book	14 days/no holds	No Limit	0
Movies (DVD & Blu-ray)	14 days	20	2
Fortunate Find Movie	14 days/no holds		0
Video Game	28 days	5	1
Digital Device	14 days	2	0
In House	2 hours	No Limit	1
**Items cannot be renewed if they are on hold for another patron.*			

**Adopted 01/13/2016, Revised 03/14/2018, 06/12/2019, 09/11/2019, 07/13/2022, 05/14/2025, 11/12/2025, Reviewed 12/11/2019, 03/08/2023*

Fees

A card must be "in good standing" in order to be used. A card in good standing requires that the amount owed on the account be less than ten dollars ($10.00). Once the account hits ten dollars ($10.00), the patron is not allowed to check-out materials until the balance owed is less than ten dollars ($10.00).

Each Lynx Library has ownership over its own materials, with that library's policies bound to that item regardless of where or who checks it out. The fees below apply to items owned by the Garden City Public Library.

Overdue Items

At twenty-eight (28) days overdue, items are charged the cost of the item plus a $5.00 processing fee per item. If an overdue item is returned within ninety (90) days of its billing date, the charges will be waived.

Recovery Services

Patron accounts that owe fifty dollars ($50.00) or more for Garden City Public Library owned items, that have been outstanding more than ninety (90) days, will automatically be reported to a recovery service agency. In addition, a ten-dollar ($10.00) recovery service fee will be applied to the account. Recovery service fees shall not be waived.

Refunds
If payment was made on an overdue item and the item was later found within the ninety (90) day window, the account will be credited. A patron who wishes to receive a refund for credit on their account needs to submit a Patron Refund Request form within three (3) months of the original payment to the Public Services Manager. Refunds on items owned by another Lynx library must go through that owning library.

Replacements
Lost and damaged items are charged the cost of the item plus a five-dollar ($5.00) processing fee per item. Damaged items deemed repairable will receive professional services with charges placed on the cardholder's account.

**Adopted 01/13/2016, Revised 09/11/2019, 03/08/2023, 11/12/2025, Reviewed 12/11/2019*

Library Cards

Garden City Public Library circulation records and other records identifying personal information of library patrons or patron usage are confidential. Such records shall not be made available to any person or persons; or 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 of legislative investigatory power. The 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 as evidence in attempts to retrieve or receive payment for overdue, lost, or damaged Library materials.

Garden City Staff Card
Garden City Employees are eligible to obtain a Garden City Public Library card regardless of residence. A driver's license, passport, or other official photo identification, along with a Garden City employee ID and proof of address are required.

Online Card
Patrons whose address indicates a Garden City residence may register for a temporary library card online. Temporary card restrictions will be removed once a driver's license, passport, or other official photo identification and proof of Garden City residential address has been shown in-person.

The Library will not issue online cards for other libraries within the Lynx Consortium.

Organization Card

An organization card may be issued to a Garden City business or non-profit. The organization will be financially responsible for all replacement costs and processing fees for any lost/damaged materials. An agreement to these conditions must be signed by a financially responsible member of the organization.

Non-Resident Card

Persons residing outside of the Lynx Consortium boundary may obtain a Garden City Public Library card by applying for a non-resident card. Patrons shall be required to pay an annual fee of sixty dollars ($60.00) per household. Any member of that household may obtain a card. All Resident Card policies apply, to include presenting in-person a driver's license, passport, or other official photo identification and proof of address.

Non-resident senior citizens age sixty-two (62) and over, and non-resident students who attend public or private school (including higher education) within Garden City may purchase a non-resident card for an annual fee of twenty dollars ($20.00) per household.

The Library will not issue non-resident cards for other libraries within the Lynx Consortium.

Resident Card

To obtain a card, individuals must present in-person a driver's license, passport, or other official photo identification and proof of Garden City residential address. Proof of address can be a driver's license with correct street address, a piece of posted mail with the patron's name on it, or correct name and street address on the Ada County Assessor's website.

A library card or a driver's license, passport, or other official photo identification is required for check-out and obtaining information about the account. When providing patrons with account information over the phone a patron may confirm identity by answering two (2) test questions regarding the account.

A Garden City Public Library card expires exactly three (3) years after being issued. A card is renewed once a patron updates or confirms the contact information on file is current. If there has been a change in address, the patron is required to provide proof of address.

Patrons are financially responsible for all items checked out on their accounts and on their children's accounts. They are also responsible for the whereabouts and usage of their card at all times. Lost or stolen cards must be reported to the library immediately. A driver's license, passport, or other official photo identification is required to obtain a new card. The library will assess a one-dollar ($1.00) fee for replacing a lost library card.

Individuals younger than eighteen (18) years of age must have a parent or legal guardian present in-person a driver's license, passport, or other official photo identification and proof of Garden City residential address. This parent or legal guardian has access to the child's account information. Unless applicable under Idaho Code § 18-1517B, the library is not responsible for monitoring the content that minors may access via books, movies, videogames, programs, or the internet. Responsibility for children's and teens' use of library materials rests with their parents or legal guardians.

Homebound residents with a Garden City address may obtain a temporary card by filling out an application online or having a representative take home and return an application. Restrictions will be removed once a driver's license, passport, or other official photo identification and proof of Garden City residential address has been shown, either through email or a representative bringing the documents in to the Library.

Garden City property owners, residing outside of Garden City limits, may obtain a library card by presenting a current property tax receipt and photo ID.

Temporary Card
Temporary cards are restricted. They allow Garden City residents to check items out while completing the application process. The item limit is three (3) at any given time, and the account will expire two (2) months from the date of issue, with one (1) renewal allowed.

The Library will not issue temporary cards for other libraries within the Lynx Consortium.

**Adopted 01/13/2016, Revised 01/10/2018, 03/14/2018, 04/11/2018, 12/11/2019, 01/13/2021, 03/08/2023, 06/12/2024, 05/14/2025, 11/12/2025*

Patron Code of Conduct

The purpose of the Garden City Public Library's Code of Conduct is to maintain a safe and pleasant environment for all Library patrons.

Unacceptable Behavior
Unacceptable behavior is defined as any conduct which is a:

- disruption to the orderly and efficient administration of Library business,
- disruption to others using the Library,
- threat to the security of Library property,
- danger to any person.

Unless a Constitutional right, unacceptable behavior includes, but is not limited to:

- Unlawfully possessing a deadly or dangerous weapon,

- Being under the influence, consuming, possessing, or selling alcoholic beverages; or any controlled substance,
- Verbal or physical harassment including stalking, staring, touching, using lewd or offensive language, threatening gestures, unwanted physical contact, or lewd behavior,
- Fighting, running, pushing, shoving, throwing objects, or congregating in large groups,
- Entering the Library barefoot, without a shirt, with offensive body odor or personal hygiene; so as to be disruptive to the Library environment,
- Petitioning, leafleting, soliciting or conducting surveys. Political activity, panhandling, proselytizing, and selling goods or services are prohibited,
- Defacing or otherwise damaging Library property, including hacking computers,
- Viewing pornographic material,
- Bringing food or beverage into computer areas,
- Making ongoing loud noise that is disturbing to others,
- Bringing pets or animals, other than legally defined service animals, into the Library; except as part of an authorized Library program,
- Using any type of tobacco product or electronic cigarette is prohibited in the Library and the courtyard,
- Using wheeled devices such as skateboards and bicycles inside the Library or on the amphitheater steps is prohibited,
- Bringing into the Library large bundles, packages or personal property which cannot be stored under a study chair or carrel surface,
- Loitering or sleeping,
- Leaving children eight (8) years of age or younger unattended.

Enforcement
Any patron who engages in any of the above-listed behaviors is subject to immediate removal by Library staff and may be subject to suspension, exclusion, and/or legal action.

Suspension or exclusion decisions may be appealed in writing to the Board of Trustees within twenty (20) days. The Board shall review the appeal. The written decision of the Board shall be provided to the patron and the Director within forty-five (45) days of the appeal. The suspension or exclusion will remain in effect throughout the appeal process.

**Adopted 01/13/2016, Reviewed 12/11/2019, Revised 01/13/2021, 03/08/2023, 05/08/2024, 11/12/2025*

Unattended Children Policy

Guardians and caregivers are responsible for the behavior of the children in their care at all times, whether or not they are present. Children eight (8) years of age or younger, or vulnerable people of any age, must be accompanied by a responsible adult at all times.

The Library is not responsible for the safety or security of children left unattended. If an unattended child remains at the Library after closing time, the proper authorities will be notified. Library staff will remain with the child until a police officer arrives.

Unless applicable under Idaho Code § 18-1517B, the Library is not responsible for monitoring the content that minors may access via books, movies, videogames, programs, or the internet. Responsibility for children's and teen's use of library materials rests with their parents or legal guardians.

**Adopted 01/13/2016, Revised 03/08/2023, 06/12/2024, 11/12/2025, Reviewed 12/11/2019*

V. TECHNOLOGY: SERVICES AND USE

Hot Spots and Chromebooks

Garden City Public Library lends hotspots and Chromebooks to cardholders with library cards in good standing. The Library is not responsible for any liability, damages, content accessed, or expense resulting from use or misuse of the device. Patrons shall not tamper with the device or accessories.

Patrons accept full responsibility for the device while it is checked-out to their account. Replacement costs and a processing fee will be charged for devices lost, stolen, or damaged beyond repair. Devices deemed repairable will receive professional services with charges placed on the cardholder's account.

Devices are deactivated once they have been overdue for three (3) days. In-house devices must stay on Library property and are deactivated the morning after they are overdue. The Library reserves the right to refuse service to patrons who abuse equipment or who are late in returning electronic devices.

**Adopted 01/13/2021, Revised 10/12/2022, 01/14/2026, Reviewed 11/08/2023*

Internet and Computer Use

The Garden City Public Library is not responsible for the accuracy of information on the Internet or for any damages, direct or indirect, arising from its connections to the Internet.

The Garden City Public Library 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)].

Garden City Public Library internet and Wi-Fi are equipped with filtering software, as required by Idaho Code § 33-2741 and the Children's Internet Protection Act; however,

filtering is not an unlimited resource. Parents and/or legal guardians are ultimately responsible for monitoring their child's use of the Library to include computer use, Wi-Fi use, and what the child might view on another patron's computer screen. Lawful websites may be unblocked from this filter upon patron request and Director approval.

The wireless connection is provided as-is. The wireless connection is not secure. The Library is not responsible for any personal information (e.g., credit card data) that is compromised; or for any damage caused by viruses, malware, or exploits. Users are responsible for maintaining up-to-date antivirus software and firewalls.

The Library is not responsible for hardware or software damage perceived to be caused by staff offering technical assistance.

Documents are not saved on a computer's hard drive. Patrons may bring their own portable storage device if they would like to save files.

Prohibited activities

- Illegal or unethical use of public and private computers and/or internet or wireless connections, including violation of federal, state, or local laws and regulations,
- Damaging or altering the configuration of the computer equipment, or attempting to damage or gain unauthorized access (i.e., hacking),
- Accessing or sending materials that may reasonably be construed by library staff as "obscene", "pornographic", or "harmful to minors",
- Eating or drinking in computer areas,
- Using another's Library card to access the computers,
- Exceeding the time limits set by the Library,
- Any behavior that is disruptive or hinders the use of public computer stations by others. This includes but is not limited to encroaching on another's space, holding conversations via voice over IPs, and not utilizing headphones to prevent a disruptive environment.

Library staff will intervene to stop prohibited activities and behaviors and will involve law enforcement as appropriate. A violation of this internet policy may result in suspension of Library privileges, expulsion from the Library, criminal prosecution, or other legal action, as appropriate.

**Adopted 07/11/2007, Revised 07/10/2013, 09/09/2015, 09/13/2017, 06/12/2019, 11/08/2023, 01/14/2026, Reviewed 12/11/2019*

Virtual Reality

The Library will provide patrons with the health and safety guidelines provided by the manufacturer(s) of the virtual reality equipment. The patron who checks out the equipment is ultimately responsible for ensuring the health and safety guidelines are

followed. The Library is not responsible for any financial, physical, or mental injury that results from not following the provided guidelines.

Unless applicable under Idaho Code § 18-1517B, the Library is not responsible for monitoring the content that minors access with virtual reality equipment. Responsibility for children's and teen's use of Library materials rests with their parents or legal guardians.

**Adopted 10/11/2017, Revised 01/13/2021, 11/08/2023, 06/12/2024, Reviewed 01/14/2026*

VI. MATERIALS COLLECTION DEVELOPMENT POLICY

The purpose of the Collection Development Policy is to serve as an official statement of the Garden City Public Library's commitment to meet the informational, recreational and educational needs of the community. The Collection Development Policy will also guide staff and inform the public regarding collection activities, provide a framework for selection and evaluation of the Library's collection, and declare the Library's commitment to the principles of free access to ideas and information.

The Garden City Public Library Board of Trustees delegates the authority and responsibility for the selection of all collection materials to the Library Director. The Director may choose to delegate the actual selection and deselection of materials to qualified Library employees.

**Adopted 04/13/2016, Reviewed 02/12/2020, Revised 12/13/2023*

Constitutional Protection

The Board believes that the freedom to read is essential to our democracy; and that free communication is essential to the preservation of a free society. To ensure free communication, and the rights of the residents of Garden City to a broad range of ideas and concepts, the Board endorses the American Library Association's Library Bill of Rights and the Freedom to Read Statement. The Board maintains that while people are free to reject for themselves materials of which they do not approve; they cannot exercise censorship to restrict the freedom of use and access to others.

**Adopted 04/13/2016, Reviewed 02/12/2020, Revised 12/13/2023*

Donation of Self-Published Books and Books by Local Authors

The Garden City Public Library does not regularly purchase nor accept donations of books printed and distributed through self-publishing services. Such titles are not reviewed in professional sources, place a burden on the Library's ability to store materials, and go beyond Library staff's resources due to the original cataloging required.

The Library may accept gifts of self-published books from Garden City authors. A Garden City author is defined as a writer who currently resides in Garden City, Idaho. Such works are subject to Garden City Public Library's selection/deselection criteria.

**Adopted 12/13/2023*

Requests for Reconsideration or Relocation of Library Materials

The Board shall consider with respect any request presented in good faith and in a reasonable manner by any Garden City Public Library patron. Patrons requesting that material owned by the Garden City Public Library be reconsidered or relocated shall complete a "Request for Reconsideration or Relocation Form". The Director will present the request to the Board at the next scheduled meeting.

Requests brought pursuant to Idaho Code § 18-1517B for the relocation of materials perceived to be sexually explicit and, taken as a whole, "harmful to minors" shall be reviewed within sixty (60) days. Only a minor who obtained material "harmful to minors" from the Garden City Public Library or their parent or legal guardian can submit a request for reconsideration or relocation of library materials pursuant to Idaho Code § 18-1517B. Material under consideration will remain available to patrons until a final ruling is made.

Idaho Code § 18-1514 defines sexually explicit as:

> "Sexually explicit" means the quality of any material when it contains erotic depictions of nudity, depicts sexual conduct or sado-masochistic abuse, or contains any explicit and detailed description or narrative account of sexual excitement, sexual conduct, or sado-masochistic abuse. "Sexually explicit" shall not include diagrams about anatomy for scientific education, religious books such as the Bible and the Torah, or content relating to classical works of art.

Idaho Code § 18-1514 defines material harmful to minors as:

> (a) "Harmful to minors" means the quality of any material when it:
>
> (i) Taken as a whole, appeals to the prurient interest of adolescent minors as judged by the average person, applying contemporary community standards; and
>
> (ii) Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for adolescent minors and includes, but is not limited to, patently offensive representations or descriptions of:
>
> (1) Intimate sexual acts, normal or perverted, actual or simulated; or

(2) Masturbation, excretory functions, or lewd exhibition of the genitals or genital area.

(b) "Harmful to minors" shall not include material that, when considered as a whole, possesses serious literary, artistic, political, or scientific value for adolescent minors.

Decisions by the Board shall be made in writing and provided to the patron within sixty (60) days of the request. Decisions by the Board related to relocation are subject to judicial review pursuant to Idaho Code § 18-1517B. It is the responsibility of the person submitting the Request for Reconsideration to comply with all requirements of the "Children's School and Library Protection Act", the Idaho Tort Claims Act, and any other applicable laws or court rules to maintain their ability to seek judicial review.

All other Requests for Reconsideration shall be based upon Garden City Public Library selection and deselection criteria. Material under reconsideration will remain available to patrons until a final ruling is made. Notice of action to retain or to remove an item shall be sent to the complainant(s) in writing. Decisions by the Board related to Requests for Reconsideration shall be final.

**Adopted 04/13/2016, Reviewed 02/12/2020, Revised 12/13/2023, 06/12/2024, 06/10/2026*

Selection and Deselection Criteria

Selection Criteria

The Library shall strive to present materials with diverse viewpoints; allowing people of all ages access to the information needed to make informed choices. In no case should any material be excluded because of sex, sexual identity, age, race, nationality, religion, disability or political affiliation. Unless applicable under Idaho Code § 18-1517B, the Library will not monitor nor restrict use by minors. Parents or legal guardians are responsible for children's and teen's use of Library materials.

All acquisitions, whether purchased or donated, are considered in terms of the criteria listed below. However, an item need not meet all of the criteria in order to be acceptable. Materials are evaluated on the significance of the entire work rather than individual parts. When given a choice the Library shall select material that most closely resembles the writer's/artist's intent. When judging the quality of materials, several standards and combinations of standards may be used.

The following criteria will guide selection:

- Public demand and interest,
- Professional reviews,
- Contemporary significance or permanent value,
- Local interest and community relevance,
- Format and ease of use,
- Cost and impact on materials budget,

- Reputation and/or authority of the author, editor, or illustrator,
- Relation to existing collection and availability of information elsewhere,
- Replacement of lost copies and/or updating to current information.

Deselection Criteria
Ongoing reevaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation and turnover rates of materials.

Material of sound factual authority should not be removed from the Library shelves because of partisan or doctrinal disapproval. Materials discarded from the collection are disposed of at the Library's discretion. Options include, but are not limited to, making discarded materials available to the Friends of the Garden City Public Library for book sales or offering to other libraries or non-profit organizations. Books that are donated to the Friends of the Garden City Public Library that are not sold by the Friends will be disposed of at the discretion of the Friends of the Garden City Public Library.

The following criteria will be used when deselecting materials:
- Frequency of circulation,
- Outdated or inaccurate information,
- Duplication,
- Physical appearance/condition relative to other factors of importance,
- Interlibrary loan circulations,
- Subject matter no longer of current interest or historical or literary significance,
- Availability of other materials in Lynx.
- Availability of more current or more comprehensive resources.

**Adopted 04/13/2016, Reviewed 02/12/2020, 12/13/2023*

VII. VOLUNTEERS

Volunteers allow the Library to provide quality service, connect to niches within the community, and develop life-long advocates. In turn, the Library provides job experience, connects community members, and creates a platform for members to give back to society. The Board of Trustees deem these benefits worthy of staff time and resources when feasible.

- The Library will designate a staff member to oversee the volunteer program.
- Volunteers will not take the place of paid staff. They will provide special and supplemental services.
- Volunteers may not staff public service desks, use staff computers, or access patron records.

- Volunteers must fill out an application, which includes a City of Garden City Volunteer Waiver. Active applications will be stored under lock and key by the Volunteer Coordinator. Retention and destruction of applications will comply with City of Garden City policy.
- Volunteers must be at least fourteen (14) years of age. Parents or guardians must sign a consent form for children under eighteen (18) years of age.
- Volunteers must record their hours of service in the "Volunteer Log Book".
- Volunteers must wear a badge or lanyard while working, in order to identify them as volunteers.
- Volunteers are expected to follow the same work, dress, and behavior codes as employees and patrons.
- Volunteer hours may be limited by the projects occurring and the amount of staff supervision time available.
- Library Director approval is required prior to accepting volunteers requiring court-ordered community service.
- Both the volunteer and the Library have the right to terminate the volunteer agreement at any time, for any reason, with or without cause.

**Adopted 07/13/2016, Revised 04/12/2017, Revised 01/13/2021, 02/14/2024*

Non-Profit Organizations

Two (2) non-profit organizations support the Library, each of which is listed below. These organizations have structures and bylaws independent of the Library and the Board of Trustees. The primary purpose of each of these organizations is to provide financial assistance to the Library.

Library strategic planning remains at the hands of the Board, as stated in 33-2607, Idaho Code. The Board recognizes the crucial role of these groups and encourages staff to assist in tasks such as volunteer recruitment when feasible. The operation of the Library should always be the first priority of the staff.

Garden City Public Library Foundation

The Foundation is a 501(c) (3) nonprofit corporation. *The Foundation exists to support the Garden City Public Library Board of Trustees and staff in their efforts to fulfill their* own *mission and goals, which include offering a welcoming environment with access to Library services and materials, which encourage early literacy and lifelong learning for patrons. The Foundation does this by raising monies for special programs and capital improvements outside of the Library's City-approved operating budget.*

Funds are primarily used to provide Library programs and outreach, the largest of which is the Bells for Bus program, but may be used for other library needs.

Friends of the Garden City Public Library

The Friends group is a 501(c) (3) nonprofit corporation. *The purpose of the Friends is to earn monies through local and online sales and, as appropriate, sales of other items, while working closely with the Library.*

Funds are primarily used to supplement the Library's collection development budget, but may be used for other library needs.

**Adopted 07/13/2016, Revised 04/12/2017, Revised 01/13/2021, 02/14/2024*

VIII. AMENDMENTS

The Garden City Public Library Policy Manual will be reviewed on a rotating three (3) year cycle.

The Garden City Public Library Board of Trustees may amend the provisions of this policy manual, at any time, by majority vote.

**Adopted 07/13/2016, Reviewed 01/13/2021, 02/14/2024*