

GPLD

PATRON POLICY

Gooding Public Library District has established this Behavior Policy to ensure that library facilities are safe, welcoming, and provide equitable access to materials and services for all library users. Appropriate library conduct includes activities such as reading, studying, properly using library materials or computers and other similar conduct normally associated with a public library.

No individual may engage in inappropriate conduct on the premises of Gooding Public Library District, or when using library facilities, or when participating in library programs. Behavior that may interfere with library services, employees, or other visitors is forbidden. This behavior includes but is not limited to:

1. Use of profane, obscene, or abusive language or acts.
2. Possessing, selling, distributing, consuming, or being under the influence of any alcoholic beverage or controlled substance.
3. Engaging in any sexual contact, activities, or conduct.
4. Mutilation, defacement, or theft of library property.
5. Use of furniture or facilities in a manner in which they were not designed.
6. Sleeping, napping, or dozing in or on library premises.
7. Harassing or threatening of others.
8. Selling, soliciting, or mass distribution of materials.
9. Smoking, vaping, chewing tobacco, or use of e-cigarettes.
10. Any conduct that disrupts the normal business of the library.
11. Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
12. Possessing, selling, distributing, displaying, or using any dangerous weapon upon library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
13. Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which an individual has been banned from the premises.

14. Eating while using library computers.
15. Not wearing shoes or shirt within the library.
16. Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
17. Entering non-public areas of the library without permission.
18. Violating the library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request. (space needed after this line)
19. Animals other than those required for programs, law enforcement, or a service animal are not permitted in the library.

Please keep the volume of your voice low as to not disturb others.

All briefcases, handbags, packages, overcoats, backpacks, and shopping bags may be subjects to inspection.

Violation of local, state, or federal law will be reported to the proper authorities.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

UNATTENDED YOUTH POLICY

The Gooding Public Library District welcomes library use by children aged 17 and under. Staff members are available to assist children with library materials or services, and the Library desires to provide a safe and appropriate environment for visitors of all ages. However, as a public facility providing public library services to a diversity of patrons, the Library is neither equipped nor is it the Library's role to provide long or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors.

The Library encourages parents, guardians, and caregivers to use the Library with their youth.

Children eight years of age and under, or vulnerable people of any age, must be accompanied at all times by a responsible party.

Disruptive youth may be asked to disperse or leave the Library property at the library staff's discretion. Parents are responsible for the behavior of their youth, and guardians and caregivers are responsible for the behavior of the youth in their care, whether or not they are present.

The Library is not responsible for the safety or security of youth left unattended. Any youth not able to travel alone must be picked up prior to closing. If it is determined that a youth is lost or left unattended, every reasonable attempt will be made to identify and locate the parents or

responsible adult. If an unattended youth remains at the library after closing time, the proper authorities may be notified.

BANNING POLICY

Staff Response to Infractions:

Violation of these rules is misconduct that can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will first result in library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. However, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises. Library staff are authorized to contact the Gooding Police Department to respond to such situations. Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the library from a week to a year. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure:

After staff determine that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that they are banned from the Gooding Public Library. The letter shall indicate the reasons for the ban and the time period of the ban. Staff will immediately inform the Library Director of the ban. After consultation, if the Library Director agrees with the reasons for the ban and the length of the ban, then the Library Director shall take no further action. If, after consultation with staff, the Library Director deems it appropriate to rescind or modify the terms of the ban, the Library Director shall notify the banned individual in writing.
2. All staff will be informed of the banning with a description of the underlying behavior, the name and description of the banned individual, and the length of the ban.
3. The Library Director shall also notify the banned individual of the process for appealing the ban.
4. The Library Director will review and may reconsider the decision to ban an individual upon written request of the individual and may shorten or terminate the banning period if information submitted by the individual warrants such modification. Until such time as

staff banning letter has been reviewed and/or modified by the Library Director or reversed on appeal by the Library Board, the individual may not use the library.

Alternative Juvenile Banning Procedure

Discretionary Restricted Library Use for Juveniles: As an alternative to banning a juvenile, a supervisor and a staff member may restrict a juvenile from independent use of a specified library site for a period of 30 (first restriction) days or 90 (second restriction) days. The juvenile whose library use is restricted may use the library during the specified period only when the juvenile is accompanied by a responsible parent or guardian. The juvenile's parent or guardian must be notified of the restriction via certified mail. Failure to abide by the restriction may lead to banning of the juvenile from all library premises.

Banning Letter:

TO:

On _____ at approximately _____ you were observed at the Gooding Public Library District. At that time you were:

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ IN THE LIBRARY DESPITE BEING

PREVIOUSLY BANNED UNTIL

_____ OTHER CONDUCT (As set forth below)

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at Gooding Public Library District, you are banned from Gooding Public Library District until the date listed below. If you enter Gooding Public Library District before the return date listed below, police will be called and you will subject to being arrested for trespassing.

You may file a written request to Director, Gooding Public Library District, 506 5th Ave W. Gooding, ID 83330, to reconsider this ban from Gooding Public Library District. Your written request shall set forth your reasons for reconsideration of the ban. **THE LENGTH OF THIS BAN FROM GOODING PUBLIC LIBRARY DISTRICT SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.**

BANNED FROM LIBRARY _____

RETURN DATE _____

Staff initials: _____

Appeal Procedure:

1. Notice of Appeal. The Library Director's written determination may be appealed to the Library Board if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with both the Library Director and the Library Board). The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.
2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The President of the Board shall conduct the hearing. The staff shall record all of the proceedings on tape.
3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons, therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

4.

PATRON PRIVACY and CONFIDENTIALITY POLICY

Gooding Public Library District takes steps to protect the privacy and confidentiality of all library patrons, no matter their age. Our commitment to your privacy and confidentiality is in accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

Confidentiality and your library records:

The Gooding Public avoids creating unnecessary records, retaining records not needed for library purposes, and we do not engage in practices that might place personally identifiable information on public view without your consent.

No listing of library patrons, their addresses, telephone numbers, email addresses or other contact information is provided to any person or organization, except as may be required by a warrant, subpoena, or court command, or as otherwise required by law.

Confidentiality extends to information sought or received, and materials consulted, borrowed, and include database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Circulation, registration information, and information retrieval records may not be disclosed except to:

1. The cardholder (with card or other proper id).
2. Staff of the Gooding Public Library District acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
3. Pursuant to Idaho Code Section §74-108(3), circulation and other records connecting the names of library users with specific materials are confidential. We do not provide this information to any person or organization, except as required by a warrant, subpoena, or court command, or as otherwise required by law.

How We Respond to Subpoenas and Other Demands for Information:

When we receive a warrant, subpoena, or law enforcement or court command for confidential information, we obtain our attorney's advice about whether we must disclose the information sought. In those cases where the demand does not appear to be supported by law, we may utilize appropriate legal procedures to oppose it.

Third Party Vendor Services:

Gooding Public Library District enters into agreements with third parties to provide online services, digital collections, and streaming media content. These third-party vendors may gather and disclose personal information. Check with the vendor's privacy policy and terms of use to see what data is collected. You may choose to not use these third-party services if you do not accept their Terms of Use and Privacy Policies.

Adopted November 28, 2022