

Humboldt County Library

General Policies

*Originally approved by the Library Board of Trustees (hereafter referred to as the Board)
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Humboldt County Library, which is a county library system including branches in Denio, McDermitt, Winnemucca and a bookmobile, supports the American Library Association's Library Bill of Rights with the attendant interpretations, the Freedom to Read Statement, the Freedom to View Statement and the Statement on Confidentiality of Library Records. The following policies are in no way meant to jeopardize or inhibit these principles or statements.

Mission Statement

The mission of the Humboldt County Library is to serve all citizens of the county with excellence through the provision of materials for education, recreation and information as well as special community activities that promote the use of the library as a community and information hub. LEARN • EXPLORE • CONNECT

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1) Circulation Policy

- a) Eligibility for Library Cards
 - i) Resident Card: All residents of Humboldt County are eligible for a Humboldt County Library card.
 - ii) Non-Resident Card: Any person who does not qualify for a Humboldt County Library card but wishes to borrow material from the library may be given a non-resident card for a fee (See attached fee schedule) which entitles that person to full library service for twelve months.
 - iii) Institutional Card: Organizations with an educational mission may be eligible to receive an institutional card with the Library Director's authorization. Loan maximums will be set based on the institution's needs and the library's ability to meet those needs without jeopardizing services or materials available for other patrons.
 - iv) Rural Card: Individuals who live in rural areas of counties adjacent to Humboldt County, which are served by Humboldt County Library, are eligible for a Humboldt County Library Card. These are areas that experience significant geographic distance from, and extreme hardship in accessing, their home libraries. Library cards are issued in accordance with registration and renewal procedures.
- b) Library Card Registration and Renewal: An application form must be completed for every person 18 and older wanting to borrow materials from the library.
 - i) Library Cards for Adults 18 years and older: Proof of Humboldt County residency is required as part of the application process. Identification must include photo identification and any item showing name and current address, such as a recent utility bill, rent receipt, imprinted personal check, or valid current vehicle registration.
 - ii) Library Cards for Children: The library requires that a parent or legal guardian be present to provide proof of identity and residency and sign the application form for children 17 years or younger. This acknowledges responsibility for library materials checked out by their children and payment of any fines, fees or charges incurred by their children. Exceptions may be granted by the Director with good cause shown.
 - iii) Non-resident Cards: Non-resident Library cards require a photocopy of the patron's driver's license or other form of identification. Non-resident cards will be renewed upon confirmation of name, address, and phone number and payment of the annual fee.
 - iv) Renewal of Library Cards: Library cards are issued for one year from the date of the application. Resident and institutional cards will be renewed upon confirmation of the patron's name, current address, and phone number. Telephone renewals will be accepted.
- c) Borrowing Records: Records of cardholders are confidential. The computer maintains records only for the current and previous borrower of a particular item.
- d) Standard Loan Rules
 - i) A library card must be presented at checkout. A driver's license may be used in lieu of a library card on occasion but not on a regular basis. If a patron loses his or her library card, a replacement card must be purchased according to the fee schedule.
 - ii) Patrons are responsible for materials checked out on their library card.

- iii) A maximum of fifteen (15) items, five (5) of which may be movies, may be checked out on a card. On the day a new library card is issued, only two (2) items may be borrowed. Upon the return of those items, the patron will have full privileges.
 - iv) A maximum of five (5) items, one (1) of which may be a movie, may be checked out on a non-resident card. Non-resident patrons are limited to book, DVD, and audiobook materials.
 - v) Patrons may renew items that are not on Reserve for another patron. Patrons may have three (3) consecutive renewals. If the patron wishes to keep the item(s) longer, he or she must bring the item(s) into the library to be checked in and rechecked on the patron's card. Telephone renewals will be accepted.
 - vi) Customers will be charged the replacement cost plus a \$5 processing fee for any item damaged while checked out on a customer's library card, regardless of who is in possession of the item, or any item damaged by a customer during in-library use. Customers who show proof of substantial financial hardship may be given the option of a payment plan, the terms of which will be determined by the Director. The damaged item may be returned to the patron if payment is received within the first month.
 - vii) Any patron who claims to have returned an item which cannot be located or confirmed by library staff three (3) times will be prohibited from requesting further materials full borrowing privileges can be restored upon replacement or payment for the item of highest value. Claims may not pass the set amount of three (3).
 - viii) The outdoor library book return is intended as a convenience to library patrons; however, the patron makes the choice to use or not use the outdoor book return and is therefore responsible for any theft or damage to items that occurs from using the outdoor book return.
- e) Loan Periods: Materials may be checked out for the period defined in the chart below. Reference books and items designated at "Non-Circulating" do not check out to the public.

Type of Material	Loan Period	Renewals	Checkout Limit
Books & Audiobooks (CD & Audio Playaway)	21 days/3 weeks	3	15 items per card
Video media (DVD)	7 days/1 week	3	5 items per card
Tablets (Playaway View/Launchpad) & Kits	7 days/1 week 3	3	1 item per card

- f) Overdue Procedures: Library customers are responsible for tracking due dates for borrowed materials. If a customer chooses to provide a functional email address or cell phone number, the customer will receive courtesy system-generated emails or text messages that remind about approaching due dates and/or notify of past due items.

2) Collection Management

- a) Responsibility for Collection Management: The selection of library materials shall be based on the Library's mission to meet the educational, informational, and recreational tastes and needs of the community and its citizens. Funding for library materials should not fall below 10% of the Library's annual total expenditure.

The Library Director is responsible for selection and management of all library materials within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures.

b) Guidelines for Selection

- i) Materials will be chosen in accordance with the stated mission of the library and the following guidelines. The order of the criteria does not indicate relative importance.
- (1) Community needs, interests and demands.
 - (2) Relationship to existing materials in order to achieve a balanced collection.
 - (3) Clarity, accuracy and objectivity of information and/or presentation.
 - (4) Suitability of subject, style and reading level for the intended user.
 - (5) Positive reviews in selection aids.
 - (6) Artistic, literary, historic and/or scientific merit.
 - (7) Reputation and/or authority of the author, editor, illustrator or publisher.
 - (8) Price in relation to total budget, availability and demand.
 - (9) Format and durability.
 - (10) Shelf space and availability of materials through other area libraries, community agencies, or reputable online sources.
- ii) Audio-Visual Media: New audio-visual media that are introduced into the marketplace are studied carefully to assess their suitability for public library use. If it is determined that they will receive lasting and wide-spread public acceptance, collections of new forms will be added to the library according to the selection criteria above.
- iii) Video Collection
- (1) Non-fiction/Non-theatrical videos. Definition of non-theatrical videos: general interest non-fiction and short fiction works produced for the education and home video markets, including items such as documentaries, how-to, self-paced learning and instruction, travel, music, health and fitness, dance, theater, inspiration, etc. Non-theatrical videos are purchased when the format provides a useful way of presenting information to a patron. Titles are acquired in all general subjects.
 - (2) Entertainment/feature videos. Definition of feature videos: full-length dramatizations including foreign and U.S. produced contemporary films and classics. The library will provide entertainment feature films for adults and children that are established classics, major award winners, film versions of books, important representative films from other countries, and titles from the "Best Films" lists that are periodically published by critically-recognized journals and reviewers. Final selection will be based on judgment of the film's overall merit, using several specific criteria. To be acquired, a film will meet at least one of the following criteria: be of present and potential relevance to community

needs; provide insight into human and social needs; provide high quality performances; be produced with technical skill; or be an outstanding example of artistic expression. In addition, feature films determined to be appropriate for general family viewing may also be added to the collection.

- iv) Paperback Books: Paperback books will be purchased and catalogued only if unavailable in hardback form.
 - v) Selection Aids: Professional reviewing media and in-library inspection are used for selection of materials.
 - vi) Materials Not Selected
 - (1) Rare Books: Since it is the public library's function to make materials available to all users, the Humboldt County Library does not collect rare or unusual materials that require special handling. Rare publications pertaining to Winnemucca or Humboldt County will be given to the local museum or another appropriate institution for preservation and protection.
 - (2) Genealogy Materials: The library collects basic materials on genealogical research, primarily stored in the Nevada room, but does not collect more specialized publications such as family histories.
 - (3) Textbooks: The library does not buy textbooks, including those used by the local schools, colleges or universities.
 - vii) Gifts and Donations: Gifts and donations are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. All gifts of books are to be handled at the discretion of the Library Director. Appropriate notations may be placed in them at the discretion of the Director.
- c) Deselection, Replacement and Disposal
- i) In order to maintain a vital, current collection that meets the needs of the community, examination of materials is an ongoing process performed by staff using the Continuous Review Evaluation Weeding (CREW) method. An item is considered for disposal when it is obsolete or outdated, damaged or worn beyond use, no longer circulating and/or used for reference purposes, or one of many copies of a formerly popular title.
 - ii) A work chosen for disposal may be replaced with another copy of the same title or another work on the same subject.
 - iii) The aids used for selection of materials will also be used when examining materials to be deselected.
 - iv) Deselected items without resale potential due to excessive damage will be disposed of in the dumpster. All other items are donated to other non-profit organizations.
- d) Patron Objections to Library Materials: Library patrons may suggest books or other materials to be removed from the collection. When a patron wishes to suggest a material to be removed from the collection, the following procedure is followed:
- i) A member of the library staff explains the selection policy to the patron. If the patron wishes, s/he may submit a written request to review an item to which the patron has objections.
 - ii) The completed form is reviewed by one or more members of the library staff who have responsibility for materials selection and by the Library Director. Library staff will objectively review the resource in question to ascertain that the selection criteria and principles stated in this policy were applied in the selection process. A written

- response will be provided to the library user making the request, and the Library Director will notify the Board of each request submitted.
- iii) In the event that the library user who initiated the request is not satisfied with the response of the Library Director, s/he may submit a written request that the item be placed on the agenda of the next regularly scheduled meeting of the Board. This request must be received by the Library Director no later than seven (7) work days before the board meeting in order to meet the requirements of the Open Meeting Act. The Board may handle the matter as a body or refer the question to an advisory committee for a recommendation. In either case, a letter will be sent to the library user informing him or her of the Board's decision.
 - iv) Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the members of the staff and the Board.

3) Ethics Policy

The Humboldt County Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that the Library Board of Trustees and employees conduct business on behalf of Humboldt County with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

a) Guiding Principles:

- i) Board members and employees should uphold the integrity of the Humboldt County Library and should perform their duties impartially and diligently.
- ii) Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- iii) Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- iv) Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Humboldt County Library.
- v) Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- vi) Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- vii) Board members and employees should not use or attempt to use their position with the Humboldt County Library to obtain unwarranted privileges or advantages for themselves or others.
- viii) Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- ix) Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

4) Interlibrary Loan (ILL) / Online Computer Library Center (OCLC)

- a) Interlibrary Loan Service
 - i) If the patron requests an item that the library does not own, s/he may borrow it through Interlibrary Loan. The patron must fill out an Interlibrary Loan request and have a valid Humboldt County Library card with no items overdue and no unpaid fines. A limit of three (3) items may be requested through Interlibrary Loan and three (3) through OCLC per library card.
 - ii) Patrons will be contacted by telephone or email when the requested ILL or OCLC item(s) is available. Requested items will be held for seven (7) days before being returned to the owning library. Unclaimed items may result in a loss of Interlibrary Loan privileges.
- b) Charges for Interlibrary Loan
Interlibrary Loans are free to Humboldt County Library customers. A standard fee of \$5.00 is charged if the patron orders an ILL and does not pick it up. The patron is charged the cost for lost or damaged items.

5) Reserves

Library materials unavailable for checkout may be placed on reserve. Patrons will be contacted by telephone or email as soon as the requested item becomes available. Requested items will be held for seven (7) days.

6) Fines and Payments

Fines and fees will be charged to patrons according to the Fee Schedule adopted by the Library Board and the Humboldt County Commission. Fines and other outstanding charges will be brought to a patron's attention at the checkout desk. Patrons with a fine of \$5.00 or more may not borrow or request items. Patrons with fines or fees older than 90 days will be temporarily barred from circulation services until their account is paid in full. Should a patron card become blocked for any reason, all connected family members will also be blocked until the issue is resolved.

7) Damaged Items

Damaged items that a patron is responsible for include items damaged within the library or any item that is on the patrons account.

- a) Items are checked for physical condition before check-out and upon return. Slight damages through wear and tear are noted in the system before check-out to a patron so they are not liable. Patrons have the right to request a note be placed on an item within the first 24 hours of check-out if they notice damage that was not noted otherwise they may be liable upon check-in.
- b) Patrons will be notified of any damaged items within one (1) business day from check-in.
- c) Damaged items that are charged the full cost of the item plus a \$5 processing fee should meet the following criteria:
 - i) Easily discernable as damaged with a cursory flip through
 - ii) Highlighting and other markings

- iii) Liquid, stain, or food damage (could pose as a health hazard)
- iv) Missing pages through deliberate damage
- v) Animal/insect chew marks or infestation
- d) Damaged items that should be repaired or discarded without charge include:
 - i) Binding failure
 - ii) Easily erasable marks
 - iii) Easily repairable tears to a couple pages
 - iv) Natural wear and tear through use
- e) Damaged items may be replaced by a new copy of the same item for the first thirty (30) days after the patron is informed of the damage and subsequent charge. After thirty (30) days, the item may be reordered and replacement is no longer an option. The \$5 processing fee applies.
- f) Appeals to a damage claim may be brought before the Library Director.

8) Patron Behavior and Library Usage

The Humboldt County Library adheres to the Library Bill of Rights and maintains that all patrons, regardless of origin, age, background or views, are free to study, read, and utilize library materials without the fear of harassment, intimidation, physical threats, or undue distractions. In order to protect these rights of the patrons, users must obey all library policies and procedures, including spoken directives from staff, which also constitute policy. Failure to comply may result in loss of privileges.

Any patron who violates the library's rules will be told that their behavior is unacceptable according to the Library's Policy and warned that if it continues they may be expelled from the premises for 24 hours. Library privileges of serious or frequent offenders may be suspended entirely and the library staff will contact the local police department when necessary.

The following activities will be monitored in the library:

- a) Smoking, use of tobacco products of any kind, and electronic smoking devices are prohibited inside the library and outside on library property.
- b) Food and beverages are permitted only in library meeting rooms. Proper disposal of waste is required or privileges will be revoked.
- c) Soliciting is strictly prohibited on library grounds.
- d) Children up to the age of 8 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. If a child is found unattended a second time, police or the department of child and family services may be called. Children age 8 and older may use the library on their own, but may be asked to leave the library if exhibiting inappropriate behavior.
- e) Weapons and recreational wheels are strictly prohibited in the library and on library grounds. Bicycles are to be parked in designated racks.
- f) Individuals who are disrupting other patrons will be asked to correct or discontinue their disruptive behavior or leave the library. This includes but is not limited to:
 - i) running or chasing, screaming, yelling, or shouting
 - ii) pushing, hitting, fighting or biting

- iii) prolonged crying or temper tantrums
 - iv) bullying or bothering other people
 - v) foul or rude language
 - vi) poor hygiene (excessive dirt or odor)
 - vii) threatening or abusive language or actions
 - viii) abnormal or erratic behavior that hinders normal library use
 - ix) entry into restricted areas (staff rooms, restrooms of the opposite sex, etc.)
 - x) animals (other than trained service animals or library mascots, unless part of a contained library program)
- g) Damaging library materials or property is strictly prohibited and will be reported to the proper authorities.
- h) Patrons will be asked to place their electronic devices on vibrate or silent and accept and/or place calls outside the library.

9) Computer Policy

The Humboldt County Library provides computers for public use. Computers are available for document preparation and access to various electronic resources including the Internet, library catalogs, and databases.

a) Conditions and Terms of Use in the Library

- i) All computer users must read the policies and procedures for library computer and Internet usage and sign an Acceptable Use Agreement. If the user is under the age of eighteen (18), his/her parent or legal guardian must also read and sign the agreement in the presence of library staff.
- ii) Users must treat library materials and equipment in a responsible manner in order to preserve the equipment and insure availability for other users. Users must not interfere with the operation of any computer, including altering, damaging or destroying data or computer programs or installing or downloading software to the computers.
- iii) Users must not use any library computer for any illegal or criminal purpose including copying resources that are protected by copyright. Such resources may include, but are not limited to, software, data, text files, images, and sounds. The library reserves the right to confiscate illegal copies that are created with library equipment.
- iv) Users must not access, view, upload, download, or otherwise distribute or knowingly receive materials that are pornographic or obscene. In accordance with the Children's Internet Protection Act, and other state and federal laws and regulations, users must not access, view, upload, download, or otherwise distribute or knowingly receive visual images that are harmful to minors.
- v) Users may save files to a USB drive.
- vi) Staff will gladly assist Internet users but cannot provide extensive instruction. During certain hours of operation, staff time may be severely limited.
- vii) Material may be printed from the Internet or from programs installed on the public access computers using the public access printer. (See attached fee schedule)

b) Access to Internet Resources

- i) The Internet is an unregulated medium that offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. The

- Internet also enables access to some material that may be offensive, disturbing, and/or illegal. The library cannot control or monitor all material accessed by patrons and networks via the Internet; however, in accordance with the Children's Internet Protection Act, technology protection measures will be utilized. Such measures will include filtering software and/or hardware. Individual users must accept responsibility for determining content suitability of unfiltered sites. Users are encouraged to inform library staff if visual images that are pornographic, obscene, or harmful. Adult users may request that a staff member disable the filter for their use.
- ii) Parents of minor children have full responsibility for their child's use of the library's Internet terminals. Just as parents are encouraged to discuss appropriate use of other library materials, the library encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet. Parents are encouraged to discuss with their children the hazards of releasing personal information on the Internet.
 - iii) Because the library's ability to provide Internet access is limited, the library reserves the right to allow or restrict access to selected sites to insure the most efficient use of resources. The library also reserves the right to ask users to refrain from displaying computer images that are inappropriate for public viewing.
- c) General Information Regarding Use
- i) Computers are available on a first-come, first-served basis.
 - ii) All users are required to check in and out with library personnel.
 - iii) There is a 60 minute time limit on computer desktops unless no other users are waiting. That period may be shortened based on high usage or peak periods as determined by the library director or his/her designee. Time may be extended as circumstances allow.
 - iv) No more than two people may be seated at a computer workstation.
 - v) Users leaving the computer for more than five minutes will be asked to give up their time at the computer for other users.
 - vi) Computers may be reserved for training purposes. Advanced scheduling is required and a fee may apply in accordance with the fee schedule.
- d) Failure to Comply with Policies and Procedures
- i) Failure to comply to use the computers or Internet access, as defined in this policy, will result in the loss of computer and Internet privileges and possible legal action.
 - ii) Users are financially responsible if noncompliance results in damage to library computers, equipment, and software. A bill for technical support, repair, and replacement of equipment/software will be issued to the user.
 - iii) An illegal use will be reported to the proper authorities.
 - iv) All restrictions may be appealed to the Library Board for review and consideration.

10) Meeting Rooms

Meeting space is available at the McDermitt and Winnemucca branches.

Each group is responsible for ensuring its program is in compliance with applicable state and federal statutes (i.e. Open Meetings Act, Copyright Law, ADA, etc.). The booking organization is responsible for the following: arranging the room to suit its needs; returning the room to its

original arrangement; leaving the room in a neat, clean and orderly condition; reimbursing Humboldt County Library for any special cleaning needed and/or any repair or replacement of library property or equipment.

- a) The Library's limited meeting and conference room space shall be available whenever possible for the use of non-profit organizations and individuals for educational, cultural, and informational community meetings and programs. Library-sponsored programs shall receive first priority for reserving the space, after which other booking requests shall be considered.
- b) The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs. The name, address, and phone number of the Library may not be used as the official address of any organization using library facilities, nor may any non-library group using library facilities publicize its activities in such a way as to imply library sponsorship.
- c) For-profit groups may use the meeting room for a fee (See attached fee schedule). Meeting facilities are not available to individuals for private parties, self-promotional activities or other personal use.
- d) The meeting room may not be used for fundraising purposes unless the funds raised directly benefit the library. Registration fees covering materials and/or speakers are permitted. Buying and selling are not permitted on library property unless given explicit approval by the Library Director beforehand.
- e) The library may not be used as the primary meeting place for any organization or group for regularly scheduled meetings. Exceptions are library sponsored groups or programs. The meeting room will be reserved on a first-come, first-served basis.
- f) A group may request to use a library meeting or conference room by calling the library. An individual may use a meeting or conference room during open hours when the room is not reserved for group use. An individual may not reserve a library meeting or conference room for personal use, but may arrange with library staff to use available space on a "drop-in" basis.
- g) Meeting rooms are available during regular branch business hours. Meeting rooms can accommodate meetings that occur before or after normal open hours with prior approval of the Library Director or the Library Board of Trustees.

11) Notices and Exhibit Space

- a) Display — A collection of books, objects, posters, etc. exhibited in a prominent location, such as in a library display case or on merchandising.
- b) Handouts — Pamphlets, flyers, calendars, newsletters, tabloids, and similar free materials offered to the public for community awareness and convenience.
- c) Displays — Public requests made by the public for Library display space shall be granted only for educational, artistic, and cultural materials that are designed primarily to promote interest in the use of books, other library materials, and information services. Displays shall not include prices of objects; only the name, address, and telephone number of the displays may be made available to the public. Requests shall be considered in the order in which they are received. The Library reserves the right to limit the size, number of items, the schedule of any display, and the frequency with which the artist or organization may have a display. A request for a display focusing on a public issue must

indicate that all aspects of the issue will be presented in an equal manner. The Library Director shall determine whether or not the proposed display is balanced.

- d) Displays — Staff. Subject to the approval of the Library Director, staff may create displays of library materials to encourage the use of the informational resources of the Library and promote a positive view of the Library in the community. Such displays should reflect all viewpoints on a given subject where appropriate.
- e) Handouts
 - i) Materials shall be posted and/or distributed in library foyers or at other locations as determined by the Director or their Designee. The Library posts and/or distributes free materials at its discretion. The service does not indicate Library endorsement of a cause, opinion or activity. Prior to distribution, Library staff shall review materials. Library staff shall consider patron interest, space limitations and utilize the following priorities in descending order when determining which materials to make available:
 - (1) Humboldt County Library announcements/publications
 - (2) Humboldt County/City of Winnemucca announcements/publications
 - (3) State of Nevada/United States Government announcements/publications
 - (4) Neighborhood civic, recreational, cultural, religious and educational announcements/publications
 - (5) Political information that is current, i.e., materials must pertain to an election being held within the next 45 days; once the election is held, the materials will be removed
 - (6) Commercial publications containing information of general interest to library patrons
 - ii) The Branch Manager shall respond to concerns about the propriety of handouts in libraries. Patrons may appeal the decision of the Branch Manager by writing the Library Director.
- f) The Library Director shall respond in writing to patrons regarding their concerns about the propriety of materials authorized for system-wide distribution. Patrons may appeal such a decision to the Library Board of Trustees.
- g) Approval of a display or distribution of handout materials does NOT indicate that the Library endorses any cause or activity.

12) Appropriate use of library parking lots and grounds

- a) Use of Parking Lots
 - i) Library parking lots are provided for library users and staff for appropriate use. Commuter and overnight parking and any other use of parking lots by individuals who are not actively engaged in using Library facilities are prohibited.
 - ii) Parking lot problems associated with the above basic use policy shall be resolved by the Library Director by use of appropriate signage; police ticketing and/or towing; the installation of gates or other barriers; and/or other means.
 - iii) The Library Director may permit short-term exceptions to the basic use policy and may also enter into agreements that amend the policy with other public or private entities regarding use of Library parking lots with the approval of the Library Board of Trustees and the Board of County Commissioners.

- b) Use of Library Grounds
 - i) Camping is prohibited on all property administered by the Humboldt County Public Library Board of Trustees. "Camping" means:
 - (1) sleeping out-of-doors;
 - (2) erecting or creating a shelter including, but not limited to a tent, cardboard box, sleeping bag, or newspapers;
 - (3) cooking over an open flame or fire out-of-doors.
 - ii) Overnight sleeping in a parking facility or parking lot or overnight habitation in a vehicle in a parking facility or parking lot is prohibited on all property administered by the Humboldt County Public Library Board of Trustees.
 - (1) If library staff observes any person who has been notified of this rule, including notice by posted signs, acting in violation of this rule, staff shall contact Library Administration. If Library Administration is not available, the person in charge may contact local law enforcement and follow up with Administration.
- c) Use of Exterior Areas and Gathering Places
 - i) Customers are to engage in activities associated with the use of the Library.
 - ii) Customers are to maintain conduct appropriate to the use of the Library.

Humboldt County Library

Fee Schedule

Revised December 2018

- 1) Library Cards
 - a) Patrons will receive their first card free of charge.
 - b) A fee of \$1.00 will be charged for replacing lost or stolen library cards.
 - c) An annual fee of \$20.00 will be charged for non-resident cards.

- 2) Fines for Overdue Library Materials per Day
 - a) Books & audiobooks (CD or Playaway): \$.05 per item with a maximum charge of \$5.00
 - b) Video media & tablets: \$.50 per item with a maximum charge of \$10.00

- 3) Lost or Damaged Materials

The fee paid for the replacement of lost items is non-refundable even if the item is found and returned at a later date. Partial payment of accumulated fines and bills will be accepted.

 - a) Materials: \$5.00 plus the price at the time of purchase (A new copy of the same item may be brought in by the patron to replace the damaged or missing copy within the first month once notified in place of the price at time of purchase)
 - b) Cases, item barcodes, library covers or inserts, lanyard, and battery covers: \$5.00
 - c) Playaway View charging cable or outlet: \$10.00

- 4) Copies per page
 - a) Copies, single sided, black & white: \$.15
 - b) Copies, double sided, black & white: \$.25
 - c) Copies, single sided, color: \$.50
 - d) Copies, double sided, color: \$.75
 - e) Photocopies and computer prints, customer provides paper: discount of \$.05
 - f) Staff must inspect/approve paper and assist with copies

- 5) Fax
 - a) Sending: \$1.00 per page
 - b) Receiving: \$.50 per page
 - c) International: \$1.50 per page

6) Meeting Room

- a) No fees are charged to library, library-related groups or other city/county departmental groups at any time.
- b) No fees are charged to non-profit civic, professional, and educational organizations during library operating hours unless food and/or beverages are served. If refreshments are served, the group is assessed a \$10.00 fee.
- c) For-profit groups may rent the room during library hours for \$10.00 per hour. If applicable, the refreshment fee is added.
- d) Meetings must be scheduled to take place during library hours. Special arrangements for meetings outside library hours may be arranged. An additional fee of \$15 per hour or any part of any hour will be added should meetings begin prior to or extend beyond regular operating hours. A 10-minute warning will be given by library staff prior to closing.

7) 3-D Printer

- a) \$.05 per gram of filament used.
- b) Use of the equipment is free.

8) Other

- a) Interlibrary Loan: \$5.00 for unclaimed items; cost of item if damaged or lost
- b) Notary Services: Free
- c) Podium check out: Free with driver license or credit card
- d) Overhead projector check out: Free with driver license or credit card