

Humboldt County Library General Policies

*Originally approved by Library Board 2016.02.06.
Updated 2016.03.22, 2018.12.07, 2021.02.16, 2022.08.16, 2025.03.19, 2025.10.15
Approved by Humboldt County Commission: 4.2016, 2.2017, 1.2019*

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.

Humboldt County Library Mission Statement: The mission of the Humboldt County Library system 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**

1. CIRCULATION POLICY
2. COLLECTION MANAGEMENT
3. ETHICS POLICY
4. PATRON BEHAVIOR AND LIBRARY USAGE
5. COMPUTER POLICY
6. MEETING ROOMS
7. NOTICES AND EXHIBIT SPACE
8. APPROPRIATE USE OF LIBRARY PARKING LOTS AND GROUND
9. ASSISTIVE SERVICES

FEE SCHEDULE

1. Circulation Policy

A. Patron Categories and Requirements for Library Cards

1. **Resident Card:** All residents of Humboldt County are eligible for a Library card. Cards are free unless a replacement card is supplied within 1 year of the last card. Resident Cards are assigned to two categories: Adults (18 & up) and Youth (0-17).
 - a. **Requirements:** Proof of Humboldt County residency is required for a Resident Card by the cardholder or cardholder's parent/guardian. 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.
 - b. On the day any new Library card is issued, only two (2) items may be borrowed from Books, Audiobooks, or Video Media. Upon the return of those items, the patron will have full privileges. Full privileges include no checkout limit on Books, Audiobooks, Video media, Music audio, and Playaway audio. The checkout limit for Playaway View, Launchpad, WhaZoodle speakers, Kits, e-Readers, Chromebooks, Mobile Hot Spots, and other Equipment is one (1) Item per card.
 - c. Registration Renewal is required every three (3) years. If a patron moves or changes phone number, they must update their registration.
2. **Ease of Access Card:** For Patrons without a fixed address. These include patrons who are experiencing homelessness, lack current documentation, are in transition between addresses, or are in the foster care system.
 - a. **Requirements:** A form of photo identification is required for an Ease of Access Card by the cardholder or the cardholder's parent/guardian.
 - b. On the day any new Library card is issued, a total of two (2) items may be borrowed from a combination of Books and Audiobooks, one (1) of which may be Video Media. Upon the return of those two (2) items, the EOA patron may borrow a maximum of five (5) items, one (1) of which may be a Video Media. Ease of Access Cards are limited to Books, DVDs, and Audiobook materials.
 - c. Registration Renewal is required every twelve (12) months. If a patron moves or changes phone number, they must update their registration.
3. **Non-Resident Card:** Non-residents who work or attend school within Humboldt County may apply for a non-resident library card for a \$20 annual fee.
 - a. **Requirements:** Proof of current address outside Humboldt County is required for a Non-Resident Card by the cardholder or cardholder's parent/guardian. 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. An annual \$20 fee will grant the same access as a Resident Card. Registration and Fee must be renewed annually to maintain access.

4. **Organization Card:** Organizations with an educational mission may be eligible to receive a 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. Library cards are renewed annually.

B. Standard Loan Rules

1. A library card must be presented at checkout. Alternate forms of I.D. may be used in lieu of a library card on occasion, but not on a regular basis. If a patron loses their library card, a replacement card must be obtained. Cards are free unless a replacement card is supplied within 1 year of the last card, in which case a replacement is \$1.
2. Records of cardholders, including items checked out, are confidential and may remain confidential even if the cardholder is a child and the parent/guardian is requesting to know what is checked out on the child’s card.
3. Patrons are responsible for materials checked out on their library card.
4. 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, they must bring the item(s) into the library to be checked in and rechecked out on the patron’s card. Telephone renewals will be accepted.
5. Patrons will be charged the replacement cost for any item damaged while checked out on a patron’s library card, regardless of who is in possession of the item, or any item damaged by a patron during in-library use. Patrons 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.
6. Any patron who claims to have returned an item that 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 the highest value. Claims may not pass the set amount of three (3) and will be determined by the Director.

C. Loan Periods

Materials may be checked out for the period defined in the chart below. Chromebooks and items designated as “In-House Use Only” must be checked out but remain on Library Premises throughout the duration of Use.

Type of Material	Loan Period
Books and Audiobooks (CD) & Playaway	21 days/3 weeks
Video Media (DVD) & Music (CD, LP) & Tonie Boxes	7 days/1 week
Playaway View, Launchpad, e-Readers, Kits, and other equipment	7 days/1 week
Chargers, Game Consoles, & Chromebooks	In-House Use

D. Overdue Procedures

1. Library patrons are responsible for tracking due dates for borrowed materials. If a patron chooses to provide a functional email address or cell phone number, the patron will receive courtesy system-generated emails or text messages that remind them about approaching due dates and/or notify them of past due items.
2. Items that become long overdue (more than 120 days overdue from the last renewal) will be considered a lost item and the patron billed for the cost of the item. This Fee, if addressed within one (1) month of being issued, may be waived upon the return of the item in good condition, but becomes permanent after one (1) month when the item is reordered and replaced in the collection.
3. Patrons with an overdue or a fine of \$5.00 or more may not borrow or request items.

E. Reserves/Holds

1. Library materials that are currently 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 and then either go to the next patron with a reserve or return to the shelf or Library it was obtained from.
2. Standard Library Card holders may have up to 5 active reserves at a time.
3. Reserves will be met through the return of library-owned collections, Interlibrary Loan Agreements (ILL), and Online Computer Library Catalogue (OCLC).
4. Unclaimed items may result in a temporary or permanent loss of Interlibrary Loan or OCLC privileges.
5. Patrons with an overdue or a fine of \$5.00 or more may not borrow or request items.

F. Fines and Fees

Fines and fees may be acquired through the return of damaged materials, or items becoming long overdue and lost. 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 library services until their account is paid in full.

G. Damaged or Lost Items

Damaged or lost items that a patron is responsible for include items damaged within the library and any damaged or lost items that are on the patron's account.

1. 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.
2. Damaged items that are charged the full cost of the item should meet one of the following criteria:
 - a. Easily discernible as damaged with a cursory flip through
 - b. Brand new item, first borrower, with minimal damage that cannot be repaired without notice
 - c. Liquid, stain, or food damage (could pose a health hazard)
 - d. Missing pages through deliberate damage
 - e. Animal/insect chew marks or infestation
3. Lost Items, once paid for, may not be reimbursed if later found by the patron.

Damaged items that should be repaired or discarded without charge include:

- a. Missing page through binding failure
 - b. Cracked spines
 - c. Easily repairable tears to a couple of pages
 - d. Natural wear and tear through use
4. Damaged items may be replaced by a new copy of the same item or the cost price matched at the responsibility of the patron.
 5. Appeals to a damage claim may be brought before the Library Director.

2. Collection Management

2. 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 the 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 make their decisions consistent with this policy and established procedures.

3. Guidelines for Selection

1. 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.
 - a. Community needs, interests, and demands.
 - b. Relationship to existing materials in order to achieve a balanced collection.
 - c. Clarity, accuracy, and objectivity of information and/or presentation.
 - d. Suitability of subject, style, and reading level for the intended patron.
 - e. Positive reviews in selection aids.
 - f. Artistic, literary, historic, and/or scientific merit.
 - g. Reputation and/or authority of the author, editor, illustrator, or publisher.
 - h. Price in relation to the total budget, availability, and demand.
 - i. Format and durability.
 - j. Shelf space and availability of materials through other area libraries, community agencies, or reputable online sources.

3. 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 widespread public acceptance, collections of new forms will be added to the library according to the selection criteria above.

4. Video Collection

- a. 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.
- b. 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. The 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.

5. Materials Not Selected

a. Rare Books

Since it is the public library’s function to make materials available to all patrons, 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.

b. 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.

c. Textbooks

The library does not buy textbooks, including those used by the local schools, colleges or universities.

6. 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 on them at the discretion of the Director.

Should an individual or entity wish to donate land for library purposes, the library board of trustees shall not accept said donation until it is brought before the Board of County Commissioners and gets its permission on whether the land offered as a gift is in the best interest of the County and should be accepted. If approved by the Board of Commissioners, the land shall be titled in the name of the “Humboldt County Library Board of Trustees by and through Humboldt County, a political subdivision of the State of Nevada.”

The Library Board of Trustees has authority to accept or reject any gift, bequest, or device (other than land as discussed above) subject to compliance with the law and county policy. When accepting gifts from any source, the Library Director acts as the agent of the Library Board of Trustees.

7. Deselection, Replacement and Disposal

- a. In order to maintain a vital, current collection that meets the needs of the community, the 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.
- b. A work chosen for disposal may be replaced with another copy of the same title or another work on the same subject.
- c. The aids used for the selection of materials will also be used when examining materials to be deselected.
- d. 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 or added to the Library Book Sale.

8. 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:

- a. 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.
- b. 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 patron making the request, and the Library Director will notify the Library Board of each request submitted.
- c. In the event that the library patron 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 Library Board. This request must be received by the Library Director no later than seven (7) workdays 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 patron informing him or her of the Board's decision.
- d. 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 Library 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 all Board members and employees conduct business on behalf of Humboldt County with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Humboldt County Library and should perform their duties impartially and diligently.
- 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.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- 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.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial, and objective manner.
- 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.
- 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.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

4. 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, patrons 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. The following activities will be monitored in the library:

1. Smoking, use of tobacco products of any kind, and electronic smoking devices are prohibited inside the library and outside on library property.
2. Outside food and beverages are generally not permitted unless in the meeting room, and the refreshment fee (according to the fee schedule) has been paid for public meetings.
3. Soliciting is strictly prohibited.
4. 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.
5. Weapons and recreational wheels are strictly prohibited in the library and on library grounds. Bicycles are to be parked in designated racks.
6. 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:
 - a. Running or chasing, screaming, yelling, or shouting
 - b. Pushing, hitting, fighting, or biting
 - c. Prolonged crying or temper tantrums
 - d. Bullying or bothering other patrons
 - e. Foul or rude language
 - f. Poor hygiene (excessive dirt or odor)
 - g. Threatening or abusive language or actions
 - h. Abnormal or erratic behavior that hinders normal library use
 - i. Entry into restricted areas (staff rooms, blocked-off areas, etc.)
 - j. Animals (other than trained service animals or library mascots)
7. Damaging library materials or property is strictly prohibited and will be reported to the proper authorities.
8. Patrons will be asked to place their electronic devices on vibrate or silent and accept and/or place calls outside the library or within the Silent Booths.

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. Individuals asked to leave the library for extended periods past a week will be provided with paperwork and a Request for Reinstatement Form. A 24-hour suspension of library privileges may be issued, and the individual may be considered trespassing on library property until privileges are reinstated at a later time. This timeframe may be requested earlier through the Request for Reinstatement form. Library privileges of serious or frequent offenders may be suspended indefinitely, and the library staff will contact the local police department when necessary.

5. 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.

Conditions and Terms of Use

- 1) All computer patrons must read the policies and procedures for library computer and Internet usage and sign an Acceptable Use Agreement. If the patron 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.
- 2) Patrons must responsibly treat library materials and equipment to preserve the equipment and ensure availability for other patrons. Patrons 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.
- 3) Patrons must not use any library computer for any illegal or criminal purpose, including copying resources that are protected by copyright or unauthorized online access, including hacking.
- 4) Patrons 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, patrons must not access, view, upload, download, or otherwise distribute or knowingly receive visual images that are harmful to minors.
- 5) Patrons may save files to a USB drive.
- 6) Staff will gladly assist Internet patrons, but cannot provide extensive instruction. During certain hours of operation, staff time may be severely limited. Some assistive services are available, and the technology can be set up in place of in-depth 1-on-1 staff assistance.
- 7) 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)

Access to Internet Resources

- 1) 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 patrons must accept responsibility for determining the content suitability of unfiltered sites. Patrons are encouraged to inform library staff if visual images that are pornographic, obscene, or

harmful to minors are unfiltered. Adult patrons may request that a staff member disable the filter for their use.

- 2) 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 the appropriate use of other library materials, the library encourages parents to discuss with their children the proper use of electronic resources available through the Internet. Parents are encouraged to discuss the hazards of releasing personal information on the Internet with their children.
- 3) In accordance with the Children's Internet Protection Act, and to protect the safety and security of minors when using electronic communications, the following guidelines apply:
 - Minors using the library's computers and laptops must check in with a librarian to gain access. Computers and laptops may not be removed from the youth department.
 - Chat rooms, including video chat, and other forms of direct electronic communications are not to be used by minors on library devices.
 - Minors may not disclose personal information online when using library computers.
 - Minors who try to circumvent these safety guidelines may be barred from borrowing mobile devices or have their access to stationary computers revoked.
- 4) 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 ensure the most efficient use of resources. The library also reserves the right to ask patrons to refrain from displaying computer images that are inappropriate for public viewing.

General Information Regarding Use

- 1) Computers are available on a first-come, first-served basis.
- 2) All patrons are required to check in and out with library personnel.
- 3) A Timed Computer use per user may be implemented based on high usage or peak periods as determined by the library director or his/her designee. Time may be extended as circumstances allow.
- 4) No more than two patrons may be seated at a computer workstation.
- 5) Patrons leaving the computer for more than five minutes will be asked to give up their time at the computer for other patrons.
- 6) Computers may be reserved for training purposes. Advanced scheduling is required, and a fee may apply in accordance with the fee schedule.

Failure to Comply with Policy and Procedures

- 1) 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.
- 2) Patrons are financially responsible if noncompliance results in damage to library computers, equipment, and software.
- 3) Any illegal use will be reported to the proper authorities.
- 4) All restrictions may be appealed to the Library Director, and the Director's decision may be appealed to the Library Board of Trustees.

6. Meeting Rooms

Meeting space is available at the McDermitt and Winnemucca branches.

- a. The Library's limited meeting and conference room spaces shall be available whenever possible for the use of Humboldt County and non-profit organizations and individuals for educational, cultural, and informational community meetings and programs. Library-sponsored programs and Humboldt County use shall receive 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 and the Library Board of Trustees.

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.

7. 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
 1. 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:
 - Humboldt County Library announcements/publications
 - Humboldt County/City of Winnemucca announcements/publications
 - State of Nevada/United States Government announcements/publications
 - Neighborhood civic, recreational, cultural, religious, and educational announcements/publications
 - 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
 - Commercial publications containing information of general interest to library patrons
 2. 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. Patrons may appeal the Library Director's decision to the Library Board of Trustees.
 3. Approval of a display or distribution of handout materials does NOT indicate that the Library endorses any cause or activity.

8. Appropriate use of library parking lots and grounds

a. Use of Parking Lots

1. Library parking lots are provided for library patrons 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.
2. 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.
3. 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 the 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

1. Camping is prohibited on all property administered by the Humboldt County Public Library Board of Trustees. "Camping" means:
 - sleeping out-of-doors;
 - erecting or creating a shelter, including, but not limited to, a tent, cardboard box, sleeping bag, or newspapers;
 - cooking over an open flame or fire out-of-doors.
2. 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.
 - 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 the Administration.
3. Use of Exterior Areas and Gathering Places
 - Patrons are to engage in activities associated with the use of the Library.
 - Patrons are to maintain conduct appropriate to the use of the Library.

9. Assistive Services

Purpose

The Humboldt County Library is committed to ensuring equitable access to information, resources, and services for all members of the community, including individuals with disabilities. This policy establishes a framework for assistive services that support full participation in library programs, collections, and spaces.

Guiding Principles

- **Equity of Access:** All patrons have the right to access library resources in a format and manner that meets their needs.
- **Inclusion:** Library services and spaces will be designed and implemented to promote participation by people with disabilities, giving them the same amount of access to every patron with the staff and time available.
- **Compliance:** The library will comply with the Americans with Disabilities Act (ADA) and all relevant local, state, and federal accessibility standards.
- **Continuous Improvement:** Services will be reviewed regularly in consultation with patrons and staff to identify and address barriers.

1. Physical Accessibility

- Maintain updates going forward with library facilities, entrances, restrooms, seating, and pathways in compliance with ADA accessibility standards.
- Provide clearly marked accessible parking and entrances.
- Ensure meeting rooms, service counters, and program spaces are fully accessible.
- Regularly evaluate spaces to remove physical barriers.

2. Accessible Technology & Devices

- Provide and maintain assistive technology such as screen readers, magnification devices, adaptive keyboards, and hearing assistance systems.
- Ensure public computers and self-service kiosks include accessibility features.
- Offer training or assistance in using assistive technologies upon request.

3. Accessible Formats for Materials

- Acquire and make available materials in multiple formats, including large print, audiobooks, eBooks, and digital resources compatible with screen readers.
- Provide access to materials in alternative formats through interlibrary loan, state library programs, or partnerships.
- Ensure the library's website, catalog, and digital resources meet Web Content Accessibility Guidelines (WCAG).

4. Services & Accommodations

- Offer extended loan periods and reduced or waived late fees for patrons with disabilities when appropriate.
- Provide home delivery of materials to patrons unable to visit the library due to disability or mobility limitations.
- Ensure programs, events, and classes are as accessible as possible, and try to add other accommodations upon request.
- Make assistive listening devices available during programs and events.

5. Staff Training & Awareness

- Train staff regularly on disability awareness, assistive technology, and accessibility best practices.
- Provide guidance to staff on assisting patrons respectfully and effectively.
- Encourage ongoing professional development in inclusive service delivery.

6. Communication & Feedback

- Clearly communicate the availability of assistive services through the library’s website, signage, and outreach.
- Provide multiple methods for patrons to request accommodations or provide feedback (online, in-person, phone, email).
- Abide by a formal process to accommodate requests and accessibility concerns in a timely manner.

7. Review & Accountability

- Review this policy and all assistive services annually to ensure compliance and effectiveness.
- Solicit input from patrons with disabilities and community partners to guide improvements.
- Designate staff responsibility for coordinating accessibility services.

Conclusion

Through this policy, the Humboldt County Library affirms its commitment to creating a welcoming and inclusive library environment where all community members—regardless of ability—can access information, resources, and services equitably.

Humboldt County Library
Fee Schedule
Revised August 2022

A. Library Cards

1. Patrons will receive their first Resident, Ease of Access or Institution card free of charge.
2. A fee of \$1.00 will be charged for replacing lost library cards.
3. An annual fee of \$20.00 will be charged for non-resident cards.

B. 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.

1. Materials: 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)
2. Cases, item barcodes, library covers or inserts, lanyard, and battery cover: \$5.00
3. Playaway View and e-Reader charging cable or outlet: \$10.00

C. Copies and Prints, per page

Copies, single-sided, black & white:	\$.15
Copies, double-sided, black & white:	\$.25
Copies, single-sided, color:	\$.50
Copies, double-sided, color:	\$.75

Photocopies and computer print-outs, patron provides paper: discount of \$.05

Staff must inspect/approve the paper and may assist with copies

D. Fax

Sending: \$1.00 per page

Receiving: \$.50 per page

International: \$1.50 per page

E. Maker Space Equipment (3d Printer, Cricut Maker, Cricut Mug Press)

- Free to use, may bring in own supplies, but provided supplies menu below:
 - \$.05 per gram for 3D Print Filament
 - \$1.00 per page for Cricut Vinyl (if available)

F. Meeting Room

1. No fees are charged to the library, library-related groups, or other city/county departmental groups at any time.
2. No fees are charged to non-profit civic, professional, or 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.
3. For-profit groups may rent the room during library hours for \$10.00 per hour. If applicable, the refreshment fee is added.
4. 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 may 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.

G. Other

1. Interlibrary Loan: cost of item if damaged or lost
2. Notary Services: Free
3. Podium checkout: Free with a driver's license and library card
4. Overhead projector check out: Free with a driver's license and library card