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**IDAPA 30  
TITLE 01  
Chapter 01**

**IDAPA 30 - IDAHO STATE LIBRARY**

**30.01.01 - RULES OF THE IDAHO STATE LIBRARY GOVERNING  
THE USE OF STATE LIBRARY MATERIALS AND SERVICES**

**000. LEGAL AUTHORITY.**

In accordance with Section 33-2502, Idaho Code, the State Library Board shall promulgate rules to govern the use of the Idaho State Library. (7-1-96)

**001. TITLE AND SCOPE.**

These rules shall be cited as IDAPA 30, Title 01, Chapter 01, "Rules of the Idaho State Library Governing the Use of State Library Materials and Services." These rules govern the use of State Library materials and services. (7-1-96)

**002. WRITTEN INTERPRETATIONS.**

In accordance with Section 67-5201(16)(b)(iv), Idaho Code, this agency has written statements that pertain to the interpretation of the rules of this chapter, or to the documentation of compliance with the rules of this chapter. The document is available for public inspection and copying at cost in the main office of this agency. (7-1-96)

**003. ADMINISTRATIVE APPEALS.**

All contested cases shall be governed by the provisions of IDAPA 04.11.01, Idaho Rules of Administrative Procedure of the Office of the Attorney General. (7-1-96)

**004. PUBLIC RECORDS ACT COMPLIANCE.**

Documents related to this chapter are specifically exempted from public disclosure under the Idaho Public Records Act, Section 9-340(9), Idaho Code. (7-1-96)

**005. -- 010. (RESERVED).**

**011. LOAN OF ITEMS TO INDIVIDUALS.**

01. Eligibility of Borrowers. Any Idaho resident may borrow State Library items under the conditions and restrictions set forth in these rules. Items from the State Library collection may be checked out at the library or may be borrowed through the interlibrary loan service of the individual's local library. Items and services of the Talking Book Library are controlled according to Subsection 011.07. (7-1-96)

02. Patron Registration. An Idaho resident may apply for a State Library card by filling out a registration form and showing valid identification verifying Idaho residency. Registration for a minor (resident under age eighteen (18)) must include the signature of a parent or guardian and verification of the parent or guardian's Idaho residency. The library card will be used whenever borrowing items from the State Library. (7-1-96)

03. Overdue Item. An item is considered overdue if it has not been returned by the day after the due date. An overdue notice requesting return of the item is sent to the borrower. If the overdue item is not returned within four (4) weeks after the due date, a bill for the replacement costs is sent to the borrower. (7-1-96)

04. Lost Item. If a borrowed item is lost, the borrower is billed for the replacement costs. (7-1-96)

05. Damaged Item. An item is considered damaged if its physical condition or usefulness to other borrowers is impaired. If the damage requires removal of the item from the collection, the borrower is billed for the replacement costs. If the item requires repair before it can be used, the borrower may be billed for the repair costs. (7-1-96)

06. Borrowing Privileges. A borrower is not allowed to borrow an additional item if he has not returned an overdue item or has an outstanding bill for an overdue, lost, or damaged item. Borrowing privileges are reinstated when the item is returned in good condition or the bill is paid in full. Repeated failure to comply with rules may result in permanent revocation of borrowing privileges. (7-1-96)

07. Talking Book Library Services. (7-1-96)

a. Large print books, recorded books and magazines, and specialized playback equipment are loaned to eligible, registered borrowers without charge. To be eligible for the service, a person must be unable to read standard print under criteria established by the National Library Service of the Library of Congress, as published in the Code of Federal Regulations, Title 36, Section 701.10. (7-1-96)

b. A borrower accepts the responsibility for using items and equipment with reasonable care and returning them to the State Library according to established policies and guidelines. Abuse may include: purposeful damage of equipment or a library item; repeated disregard of instructions for equipment care; disregard of requests to return equipment or an item to the State Library. (7-1-96)

c. If the State Library finds evidence of abuse of an item, equipment, or service, the staff discusses the situation with the borrower and provides written confirmation to the borrower. If abuse continues after suitable warning, service may be suspended for up to six (6) months. The borrower may apply for reinstatement of service after the end of the suspension period. (7-1-96)

08. Film and Video Equipment. (7-1-96)

a. Film and video playback equipment is available to view a videotape or film at the State Library or to view a videotape or film borrowed from the State Library collection. The circulation period for this equipment is a maximum of three (3) days. (7-1-96)

b. The borrower assumes full responsibility for the equipment and agrees to pay for any and all damage to the equipment incurred while the equipment is in the borrower's possession. (7-1-96)

## **012. INTERLIBRARY LOAN SERVICES.**

01. Loans to Other Libraries. The State Library loans items from its collection to any library submitting a standard interlibrary loan request. The borrowing library must return the item to the State Library in the same manner as it was sent to the borrowing library, including insurance if required. A borrowing library losing or damaging State Library material is assessed replacement or repair costs as stated in Subsections 011.04 and 011.05. (7-1-96)

02. Loans to Government Officers or Employees. The State Library initiates interlibrary loan requests for employees and officers of the State of Idaho and United States Government employees working in Idaho. A State Library borrower losing or damaging material borrowed for him from another library is responsible for any costs billed by the lending agency. (7-1-96)

**013. -- 999. (RESERVED).**