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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 30.01.01, "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(19)(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 Attorney General." (7-1-96)

**004. INCORPORATION BY REFERENCE.**

IDAPA 30.01.01, "Rules of the Idaho State Library Governing the Use of State Library Materials and Services," incorporates by reference the eligibility rules for disabled borrowers as published in 36 CFR 701.10, as amended October 2, 1981. Copies of these eligibility rules are available for inspection at the Idaho State Library. (3-20-04)

**005. BOARD OFFICE -- LOCATION, HOURS, MAILING ADDRESS, TELEPHONE NUMBER, FACSIMILE NUMBER.**

The address of the Idaho State Library, and its mailing address, is 325 W. State Street, Boise, Idaho 83702-6072. Office hours are from 8:00 a.m. until 5:00 p.m., Mountain Time, Monday through Friday, except holidays designated by the state of Idaho The Library's telephone number is (208) 334-2150 and the facsimile number is (208) 334-4016. (3-20-04)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

All rules contained in this chapter are subject to and in compliance with the Idaho Public Records Act (Title 9, Chapter 3, Idaho Code). (3-20-04)

**007. -- 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 from 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. (3-20-04)

**02. Patron Registration.** An Idaho resident may use State Library materials by completing a registration form and providing valid identification verifying Idaho residency. Registration for a resident under age eighteen (18) must include the signature of a parent or guardian and verification of the parent's or guardian's Idaho residency. (3-20-04)

**03. Overdue Item.** An item is overdue if it is not returned by 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. (3-20-04)

**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 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, depending on extent of damages. (3-20-04)

**06. Borrowing Privileges.** A borrower cannot 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 these rules may result in permanent loss of borrowing privileges. (3-20-04)

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

**a.** Materials and specialized playback equipment are loaned to eligible, registered borrowers without charge. The criteria for eligibility is established by the National Library Service of the Library of Congress, as published in 36 CFR 701.10, as amended October 2, 1981, which has been incorporated by reference in Section 004. (3-20-04)

**b.** A borrower accepts the responsibility for using materials and equipment with reasonable care and returning them to the State Library according to established policies and guidelines. (3-20-04)

**c.** If the State Library finds evidence of abuse of materials, 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. The borrower may apply for reinstatement of service after the end of the suspension period. (3-20-04)

**012. INTERLIBRARY LOAN SERVICES.**

**01. Loans to Other Libraries.** The State Library loans items from its collection to any library submitting an 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. (3-20-04)

**02. Loans to Idaho Residents.** The State Library initiates interlibrary loan requests for Idaho residents only in its collection areas. A State Library borrower losing or damaging material borrowed from another library is responsible for any costs billed by the lending library. (3-20-04)

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

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