

THE CAMAS COUNTY DISTRICT LIBRARY POLICY ON ACCESS TO PUBLIC RECORDS

IN CONFORMANCE WITH THE Idaho Public Records Law (Idaho Code 9-337 through 9-347), the Camas County District Library Board establishes this policy on access to the Library's public records. The Board of the Camas County Library believes that in a free and democratic society, the people must have access to governmental information. At the same time, the Board also recognizes the right of individual library users to be free to use library materials confidentially. The Board, therefore, endorses both the spirit and the letter of the Idaho Public Records Law.

Designated Custodians of the Library's Public Records. The designated custodian of the Library's public records is the library director. The director may delegate this responsibility to other staff members in her/his absence.

Access to Public Records. All records maintained by the Library shall be open to the public for inspection and copying during all hours the library is open, unless the information is specifically exempted from disclosure by law. It is the Library's policy to provide access to and copies of records immediately upon request whenever possible. Employees or board members receiving requests shall not ask why the information is being requested. When necessary, A designated custodian may authorize examination to be done outside of regular library hours.

Exempted Records. The Camas County District Library will deny requests for any records which are exempted in the Public Records Act (IC Section 9-340). The following exemptions apply to the Library: Most personnel information (See IC 9-340 (36), information relating to cost estimates prior to bidding on public projects [See IC 9-340 (7)], records of gifts to the library when the donor has placed a limitation that is a condition of the contribution [See IC 9-349 (10)], and library circulation records. [See IC 9-349 (9)].

Personnel Information. The employment history, classification, pay grade and step, longevity, gross salary and salary history, status, and work place of any current or former employee are required to be disclosed to any person who requests the information.

All other information relating to an employee or applicant, such as home address social security number, and telephone number, shall not be disclosed to the public without the written consent of the employee, applicant or designated representative. Employees may copy and inspect their own records, except for material used to screen and test for employment.

Library Circulation Records. Library circulation records shall not be disclosed to the public, including the agents of law enforcement agencies or other public agencies. Statistical circulation information that does not identify any particular person may be made public.

After providing identification, a person may inspect his/her own circulation records. Requests to make a correction in circulation records may be made in writing.

Maintenance of Exempted Records. Exempted records and exempted information shall be kept separate from records and information that is accessible to the public.

Procedure for Requesting Public Records.

1. A written request for public records will not be required if the information can be routinely provided by the library.
2. A request for records shall be granted or denied within three (3) days.
3. If a longer time is required to locate and retrieve the requested records, a written request will be required. The designated custodian will determine whether the request can be granted within three (3) days.
4. All requests shall be filled in whole or in part within ten (10) working days. If no answer is provided within ten (10) workind days. The request will be deemed to be denied.
5. **Photocopy fees.** No fee is charged for examining public records. If copies of public records are requested, the Library will charge 10 cents per copy This is the Library's actual cost for making a copy, and does not include administrative or labor costs for finding the records or making the copies.
6. **Mailing and Faxing Records.** Upon written request, the Library will mail records to the person making the request. The person must provide a stamped, self-addressed envelope large enough to contain the requested records, and any postage cost in excess of \$2.00.

Denial of Requests.

1. If there is any doubt about whether information should be disclosed, the staff member receiving the request shall immediately direct it to the designated custodian. The custodian shall ask for the request in writing. It is the Library's policy that such a request shall re reviewed by the Library's attorney.
2. If a request for a record is denied in whole and in part, a designated custodian shall notify the person making the request in writing. This notification shall:
 - a. State that the library's attorney has reviewed the request.
 - b. Reference the section of law which exempted these records from public access.
 - c. give information about the appeals process, which is to institute proceedings in district court.
 - d. include a certificate of mailing stating: I hereby certify that the original of the letter was deposited in the United States mail, postage prepaid, this ____ day

of _____, 20___. Signed by the designated custodian of records.

3. If a request to correct a circulation record is denied, written notification of this denial shall be made in writing within ten (10) calendar days of the receipt of the request. The notice of refusal shall state the reasons for the refusal, and provide a statement of the appeals rights, and certificate of mailing as in d, above.

In the case that a request for a record has been denied, the Library shall mark the record so that it will not be purged, and will retain the requested records until the end of the appeal period (180 days) or until there is a decision on the appeal. The record shall not be purged without the approval of a designated custodian of the Library's public records.