



**ELBERT COUNTY LIBRARY DISTRICT dba PINES & PLAINS LIBRARIES**

**POLICY MANUAL**

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# **Pines & Plains Libraries Policy Manual**

## **Circulation**

### **Obtaining a Library Card**

Library cards are free to all residents of Elbert County. P&PL offers reciprocal borrowing privileges to out of county borrowers who have library privileges in their home library when it is a Colorado Libraries Collaborate! (CLC) participant. Cards are issued upon request, and will be renewed every two years.

- Proper identification showing current address is required to register for a library card. Acceptable ID can be any of the following: a photo ID showing current local address, OR a photo ID and any of the following: valid voter registration card, a utility bill, checks with pre-printed addresses, tax receipt or other piece of mail that shows the user's name and present address.
- Use of a library card for any service implies an understanding of the rules and policies of P&PL.
- Any child under the age of 18 may register for a P&PL library card with a parent/guardian present. The parent/guardian must show proper ID to register the child.
- Applicants who have a state or federal issued photo I.D., but no proof of a local address, may check out two items during their first visit. Their card will be mailed to them in order to verify their address.

### **Circulation**

Items may be checked out by anyone with a valid P&PL library card. Books in any format are loaned for three weeks. Films, magazines, and music CDs are loaned for one week. DVD series (e.g. television shows, miniseries, et cetera) are loaned for two weeks. Reference material is generally not loaned, but an exception may be made on an individual basis. Borrowers are restricted to 100 items at one time.

Staff members are not allowed to check out library materials to anyone other than the card holder unless the patron takes one of the following actions:

- Gives the Library prior permission to allow family members or other friends to pick up materials that have been reserved on the patron's card. Staff will add a message with this information to the library card record.
- Gives his/her library card to the person who will pick up the requested item, if that person is a family member. Staff may add a note to the account, which prevents other patrons who have the card from checking out items on the account, with specific exceptions.

### **Renewals**

Items may be renewed in person, by telephone, or electronically up to six times, unless the item has been requested by another patron.

## **Overdue Notices**

Patrons are strongly encouraged to actively monitor their account Online and to list a valid email address on their account. The District's automated system may issue several overdue notifications to users. Where patrons have not provided an email address, library personnel have discretion to provide notice by phone when the item becomes first overdue, but such notice is not guaranteed. Overdue items remain on the patron's record until the item is paid for or returned. If the patron is referred to a collection agency, he or she must clear all fees and fines associated with the collection agency before borrowing privileges are restored. By using a library card, the patron indicates that he or she understands the P&PL return policies.

## **Fines, Account Balances, and Collections**

Patrons will NOT be charged DAILY fines for overdue items. Accounts with a balance of over \$10.00 or more for Lost or Damaged Materials or Collections fees (see below) will be suspended. Suspension prevents the patron(s) from checking out any other items until either the outstanding items are returned in useful condition, or the account balance has been reduced to below \$10.00. Accounts that have a balance of above \$25.00 may be referred to a collections agency within six weeks of reaching that balance, at which time a mandatory \$10.00 collection service fee will be added to the balance. Fees owed do not prevent patrons from using other services, such as electronic resources, programs, Wi-Fi, or patron access computers.

## **Lost or Damaged Materials**

P&PL charges replacement costs for lost and damaged materials. Replacement costs equal the cover price for the lost or damaged item. Damage costs may be assessed and charged at the discretion of the branch manager. Items overdue for four weeks will age into "Lost" status, at which time the borrowing patron's account will be charged the cover price of the item.

## **Printer and Copy Machine Fees**

Patrons will be charged \$0.10 per page for black and white copies and computer printouts. Patrons will be charged \$.70 per page for color copies and printouts.

## **Fax Use Fees**

Patrons will be charged \$3.00 for every ten pages-or-less sent or received.

## **Laminating**

\$1.00 per linear foot.

## **Collection Development Policy**

### **Mission and Purpose**

The mission of P&PL is to provide our patrons the resources to achieve their aspirations through literacy, technology, and community engagement. In order to achieve this mission, the District's

collection provides a wide range of materials for users of all ages, all education levels, and all socio-economic backgrounds.

The Collection Development Policy contains the policies relative to the selection, retention, and withdrawal of library materials.

The purpose of the Collection Development Policy is to:

- Further the mission of the Pines & Plains Libraries;
- Guide staff in making decisions about the selection, management, and preservation of library materials, and in allocating library budgets; and
- Inform the public of the principles upon which selections are made.

### **Collection Development Principles**

The Library provides, within its financial limitations, a general collection of materials embracing broad areas of knowledge. Included are works of enduring value, popular titles and timely materials on current issues. Within the framework of these broad objectives, selection is based on community demographics and evidence of areas of interest.

Other community resources and area library resources are taken into consideration when developing collections. Through interlibrary loan, librarians may obtain materials from other sources. Additional information may be obtained through electronic access and the Internet. Information sources made available to the public through the Internet will be selected using the same principles that are applied to books and other formats. New formats will be considered for the collection when a significant portion of the community population has the necessary technology to make use of the format.

The Library supports the individual's right to access ideas and information representing all points of view. To this end, the Library welcomes and solicits patron suggestions, comments, and ideas about the collection and its development. To aide in providing access to a broad range of materials, the Board of Trustees of the District has adopted the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (see Appendix).

### **Responsibility for Selection**

The authority and responsibility for the selection of library materials is delegated to the Branch Managers. Purchase suggestions from library users and staff are encouraged, and these suggestions are given serious consideration within the general criteria. Final decision for purchase rests with the Branch Manager.

### **General Selection Criteria**

The Pines & Plains Libraries selects, makes available, and promotes the use of library materials in a variety of formats based on the following considerations:

- Current and anticipated needs and interests of the community

- Author's reputation, skill, and significance
- Critical reviews
- Availability of the material or information elsewhere
- Local or national significance
- Quality of the physical format
- Affordability
- Contribution to diversity or breadth of collections
- Support of the library's mission and values

## Materials

**Adult Fiction** – Our branch libraries provide a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of our communities. Large print and audio formats of some popular titles are also available.

**Adult Nonfiction** – Our branch libraries maintain a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Research-level materials are generally not purchased but are available through Inter Library Loan (ILL).

**Reference Materials** – Reference materials provide timely and accurate information on a wide variety of topics. Because of frequency of use, rarity, or cost, they are maintained for in-library use only. Some reference tools are purchased in electronic format.

**Young Adult Fiction and Nonfiction** – The young adult collection provides educational and recreational materials for young adults ages 12-18. Due to the wide range of tastes and abilities in this age group, some duplication may exist between the young adult collection and both the adult and juvenile collections.

**Junior Fiction** – Our branch libraries maintain a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles are also purchased.

**Junior Nonfiction** – The junior nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children preschool age through sixth grade. The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available at the local schools.

**Picture Books** – These books introduce children to the world of books. Our libraries provide a wide variety of titles for adults to read to toddlers and preschoolers, and for children to look at and use as they learn to read. This collection includes wordless books and board books, as well as picture books.

**Easy Reader Fiction and Non-fiction** – This collection contains beginner, intermediate, and more advanced titles for children who are learning to read or building their literacy

skills. It encompasses fiction and non-fiction titles about a wide range of subjects in order to foster young patrons' interest in reading.

**Periodicals** – Our branch libraries maintain a collection of popular magazines and newspapers for informational and recreational reading.

**Newspapers** – Local newspapers are purchased.

**DVDs** – The DVD collection informs and entertains library users of all ages. Special emphasis is placed on purchasing award winners.

**Audio Books** – This collection is intended to fulfill the recreational and informational needs of adults, young adults, and children. Formats for this collection are chosen according to popularity of the medium. Formats include, but may not be limited to, Compact Discs, Playaways, and downloadable files.

### **Withdrawal of Materials**

Branch Managers review the collection on an ongoing basis with the goal of maintaining the quality and vitality of library resources. Items are repaired, withdrawn, or replaced based on the following:

- Physical condition and age of the item
- Accuracy and validity of the information included in the material
- Number of check-outs
- Availability of similar material in the collection
- Historical significance
- Available space
- Availability at other libraries

### **Gifts and Donations**

The District accepts donations of materials. These items may be taken to any branch library for donation. Gift materials will be given to the Friends of the Library for their book sale. All funds raised go directly to support the collections and operational expenses of the branches.

The Library District may accept monetary donations, bequests, annuities, stocks and bonds, and other financial assets for the purchase of collection materials, furnishings and fixtures, special programming, or other specified area of interest from the donor or grantor. Funds may be given as an outright gift, in memory of, or in honor of individuals. Memorial books or other library materials may be designated by a special bookplate. All donations to the District shall be kept, used, or discarded at the discretion of the District.

### **Donations the Library is not able to accept:**

- Materials in poor condition (i.e. yellowed pages, broken spines, musty smelling)
- Textbooks

- Encyclopedias more than ten years old
- Dated information (10-year old travel guides, old computer books, etc.)
- VHS tapes

All gifts are tax deductible. The library will furnish a statement for tax purposes, but library staff will not place a financial value on donated items.

### **Diversity of Materials Selected**

The choice of library materials by users is an individual matter. Responsibility for the reading or viewing of materials by children or adolescents rests with their parents or legal guardians. The library does not take the place of the parent or guardian. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

The District supports intellectual freedom and endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (see Appendix).

### **Reconsideration of Library Materials**

On occasion, a member of the community may be concerned about a particular item in the Library's collection. Patrons requesting reconsideration of materials contained in the library's collection will be asked to fill out a Request for Reconsideration of Library Materials form (located in the Appendix). This form must be returned to a library staff member, who will forward it to the Library Director. The Library Director and the Branch Manager will meet to review the request, the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. A written response from the Library Director will be sent within thirty days. If the patron is not satisfied with this response, he or she will be invited to present the complaint at the next regularly scheduled meeting of the Board of Trustees. The Library Board may at that time decide to form an advisory committee for a recommendation. This committee will consist of two members of the Library Board appointed by the Board President and one staff member appointed by the Director. Final authority rests with the Library Board.

### **Electronic Resources and Internet Use Policy**

Pines & Plains Libraries provides free and equitable Internet resource public access to all library users. The District does not endorse the content of the material found on the Internet; it simply makes it available.

In compliance with State and Federal laws, Internet access is filtered on all District public computers to block access to obscene and sexually explicit materials by comparing access requests to a list of specifically prohibited sites. Parents should be aware, however, that no filtering product is infallible. The District does not guarantee, nor does it assume any responsibility, for the efficacy of its Internet filters.

Use of Electronic Resources at the District shall be in accordance with the following conditions:

- The rights and privacy of others will be respected.
- One person at a time will be allowed at a computer. Exceptions to this will be granted at the discretion of library staff.
- All users will comply with applicable copyright and licensing laws.
- Illegal activities are prohibited.

Internet stations are available for public use during all hours the library is open.

Computers are available on a first come, first served basis. A list of persons waiting to use the computer may be kept at the front desk and will be destroyed at the end of the day. Each session is limited to one-half (½) hour in length. However, a longer time will be allowed if no one is waiting to use the computer. Time extensions may be granted at the discretion of library staff.

Patrons may use their own storage device to save their files. Patrons may not, however, alter any computer equipment.

### **Unacceptable Use of Electronic Resources**

Unacceptable use of the electronic resources provided by the District may result in the loss of library privileges and/or criminal prosecution by local, state, and federal authorities. Unacceptable use includes, but is not limited to:

- Violations of copyright or licensing agreements.
- Any illegal activity, including accessing child pornography.
- Hacking a computer or computing system and/or damage or alteration of the equipment, hardware or data of the library or other users.
- Use of library or other information to obtain copies of, or modify files or other data or passwords assigned to others.
- Violation of another user's privacy.

Anyone violating this policy may be asked to leave the library and risk the loss of future library privileges.

### **Disclaimer**

The Internet provides an unlimited variety of information, some of which may be considered offensive, inaccurate, or inappropriate by individuals or for certain individuals. The District has no control over the information accessed through the Internet. The library does not monitor and cannot be held responsible for material accessed by patrons on library computers. Minors, like adults, are expected to behave in a civil and appropriate manner in the library. Supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. It is also the responsibility of the child.

### **Wireless Internet Access**

The Library provides wireless Internet access for patrons using mobile devices with wireless network connection capability.

The Library's wireless network is not secure or filtered. Information accessed from your personal device can be captured by anyone with a wireless device and appropriate software within or near the Library. The Library assumes no responsibility for the safety of your equipment or for any alterations or loss of configuration, security, or data files resulting from connection to the Library's wireless network. Printing is not available.

**Important Notice:** By choosing to use this free wireless service you agree to abide by Pines & Plains Libraries' Electronic Resources & Internet Use Policy.

The Library can make no guarantees about the availability or proper function of this service. Anyone who unplugs the Library equipment will be asked to leave.

**Please note that, while library staff may attempt to help you connect to the wireless network, the library is not subject to liability for handling your equipment. No guarantee can be made that you will be able to make a wireless connection.**

## **Finance Policy**

### **Budget Policies**

The Pines & Plains Libraries Board of Trustees shall adopt an annual budget for the general fund. The Board shall adopt a project budget for major capital projects.

The budget must be balanced for all budgeted funds. Total anticipated revenues shall equal total estimated expenditures.

The budget will contain a line-item for contingencies for unforeseen operating expenditures. The amount of the contingency will be no more than 2% of budgeted local revenues.

The TABOR amendment to the State Constitution requires that the District set aside 3% of its annual operating budget as an "emergency reserve".

The budget shall be adopted by the Pines & Plains Libraries Board of Trustees. The Board must approve any changes to the budget.

All Library funds, expenditures, and revenues will be audited on an annual basis in accordance with applicable Colorado Law.

When the checking account balance exceeds \$100,000.00, the Director or Board Treasurer is authorized to transfer the excess amount into another existing cash account with the most advantageous interest rate.

### **Purchasing**

All purchases will be made within the legal requirements of the laws of the State of Colorado and of the United States.

If the purchase is less than \$2,500, then the Director may make a selection without soliciting bids or proposals. If the Director expects the purchase to be more than \$2500 the Director shall obtain quotes from three or more vendors, in person or on line. If three or more vendors or parties are not available the Director shall solicit quotes from as many providers as are determined to be practicable. The lowest quote need not be accepted if, in the judgment of the director, a higher quote would lead to a higher quality services or product.

If an emergency situation arises, which requires an immediate purchase of essential items or services beyond \$2,500, and is necessary for the purposes of maintaining the safety or well-being of patrons and employees, the director may authorize the purchase, provided it does not exceed \$10,000. Documentation of the nature of the emergency, the reasons for selecting the supplier of the goods or services, and the basis for the cost of the goods and services shall be provided to the trustees for their consideration and, if appropriate, ratification at their next regular meeting.

The Director is delegated the responsibility to award all bids or contracts totaling less than \$25,000. In these instances, subsequent notification to the library board is required. Only the board shall award all bids and contracts that total \$25,000 or more. The Director shall check reference and require proof that the contractor is licensed, bonded and insured.

The Director shall review all existing contracts prior to time of renewal, at least every five years. If deemed appropriate, the Director shall solicit quotes from three or more vendors known to provide the goods or services required. If three or more providers are not available, the Director shall solicit bids from as many providers as are determined to be practicable.

### **Check Signing/Writing Procedures and Financial Reporting**

Checks will be presented and signed at least once monthly outside the regularly scheduled Board of Trustees (BOT) Meeting at a mutually agreed upon time involving the Financial Administrative Assistant and the Treasurer. No check may be issued without an approved invoice or authorization form.

All invoices are approved by the Library Director. All checks are signed by two of the following: the Library Director, the President of the Board (or other duly approved officer), or the Board Treasurer.

The Library receives funds from the county on a monthly basis. The Treasurer, in conjunction with the Financial Administrative Assistant, will prepare a monthly variance report to identify expense discrepancies exceeding 15% from budget for the month. The Treasurer, in conjunction with the Financial Administrative Assistant, will prepare a summary profit and loss statement of revenue and expenses at the end of each quarter, comparing actual vs. budgeted amounts. The Treasurer will also prepare a quarterly balance statement particularly noting all account balances including the Pines & Plains Library Foundation accounts. The Treasurer will verify (either orally or in writing) at each BOT meeting that all invoices and purchase orders have been reviewed and all checks signed in accordance with established policy.

The checking account will be balanced monthly by the Financial Administrative Assistant and the Board Treasurer.

### **Credit Card**

The Library maintains a credit card for library-related purposes only. The library director, financial administrative assistant, and branch managers are the authorized users of the credit cards. The credit card accounts may only be used for workshop & travel expenses, purchases from companies that do not invoice or accept purchase orders, and orders placed on the Internet.

The Library may maintain vendor credit cards and corporate accounts when it is deemed convenient and practical to do so. The director, branch managers, contracted maintenance person, and financial administrative assistant are authorized users of vendor credit cards and corporate accounts. The financial administrative assistant is responsible for reviewing all statements upon receipt.

### **Cash Receipts**

All monies collected will be recorded at the end of the day on the Money Received Form. The Branch Manager will fill out a Monthly Deposit Form and submit it to the Financial Administrative Assistant at least once a month.

### **Gifts and Memorials**

The Library District may accept monetary donations, bequests, annuities, stocks and bonds, and other financial assets for the purchase of collection materials, furnishings and fixtures, special programming, or area of interest of the donor or grant maker. Funds may be given as an outright gift, in memory of, or in honor of individuals. Memorial books or other library materials may be designated by a special bookplate. Gifts of furnishings and equipment may be identified with a small plaque.

Monies received in the form of gifts or memorials will be recorded on the Gift and Memorials Report Form and submitted to the Financial Administrative Assistant within thirty days.

### **Delivery of Bills & Payroll**

Branch Managers will deliver bills and payroll to the Financial Administrative Assistant every month.

### **Safe Deposit Box**

The Board President, Board Treasurer, and Library Director will have access to the safe deposit box.

## **Investment Policy**

### **Policy Statement and Scope**

This policy governs the investment activities of the Pines & Plains Libraries. It is the policy of the District to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations governing the investment of public funds, including Colorado Revised Statutes 24-75-601.

## **Objectives**

The primary objectives, in priority order, of the District's investment activities shall be:

1. **Safety**

Safety of principal is the foremost objective of the investment program. Safety is defined as the certainty of receiving full par value plus accrued interest, at the investment's legal final maturity. At no time shall the safety of the portfolio's principal be impaired or jeopardized.

2. **Liquidity**

The District's investments shall remain sufficiently liquid to enable it to meet all operating requirements, which can be assured by keeping adequate funds of short-term (32 days or less) investments. Liquidity is defined as the ability to sell an investment on a short notice.

3. **Return on Investments**

The District's investments shall be structured with the objective of obtaining a market rate of return throughout budgetary and economic cycles.

## **Authorized and Suitable Investments:**

The Pines & Plains Libraries invests only in those investments authorized by CRS 24-75-601.

## **What the Library Cannot Invest In:**

This is not a complete listing. For a complete listing please refer to CRS 24-75-601.1.

A local government cannot invest in:

- Equities -- common or preferred stock of corporations
- Certificates of Deposit (CDs) in out-of-state banks
- Real estate
- Commodity futures
- Collateralized mortgage obligations (CMOs), except those issued directly by government agencies
- Unit investment trusts (UIT)
- Art and other collectibles.

## **Delegation of Authority**

At regularly scheduled Board meetings, the Board of Trustees shall approve investment of funds in financial institutions and instruments that meet the requirements of CRS 24-75-601. Upon such approval, the Board of Trustees shall authorize the Treasurer of the Board, or the Library Director, to deposit and invest active and inactive funds on behalf of the library. The approved Board meeting minutes must be submitted to the financial institution for any action to take place. Signatures of the Board President, Board Treasurer, and Library Director are required for CD's over \$100,000.00. Two signatures are required for CD's under \$100,000.00 of either the Library Director, President of the Board, or Treasurer.

Adopted October 30, 2013, revised 02/2015, 02/2016, 06/2016, 02/2017, 08/2017, 09/2018, 02/2019, 08/2019, 09/2019, 03/2020

## **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## **Diversification**

The District shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds. Diversification can be by investment type, number of institutions invested in, and or length of maturity. The Board may retain or consult with a financial advisor on a minimum quarterly basis to evaluate the status of the Library accounts.

## **Reporting Requirements**

The Financial Administrative Assistant, in cooperation with the Treasurer, shall prepare an investment report to be presented at each regularly scheduled Board Meeting. The report shall be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date.

## **Foundation and Friends of the Library Policy**

The Board of Trustees, mindful of the importance of volunteer efforts on behalf of the Library District, shall encourage and support the establishment of Foundation, as well as branch-specific Friends of the Library groups, within Elbert County, Colorado. The Foundation and Friends support quality library services in the community through fund-raising, volunteerism, and serving as advocates for library programs. The Board of Trustees shall appoint one or more members to the Foundation. Appointees will share plans and ideas, as well as convey advice and guidance between the Board of Trustees and the Foundation.

## **Meeting Room Policy**

Pines & Plains Libraries provides a meeting room for public use at the Elizabeth Branch Library. The Elbert, Kiowa, and Simla branch libraries do not have meeting rooms available. The Library adheres to the Library Bill of Rights (see Appendix) and makes its meeting room and facilities available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Use of the meeting room or facilities by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The meeting room and branch facilities are available to groups and organizations in accordance with regulations established by the Library Board of Trustees.

### **Fees**

No fees are charged for:

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- Library sponsored activities
- Nonprofit and community group meetings
- Government meetings

A fee of \$15.00/hour is charged for:

- Meetings of profit-making groups, individuals, or businesses
- Fund-raising events held on premises sponsored by any type of group such as, but not limited to, community, government, nonprofit and for-profit organizations
- Meetings requiring payment of tuition or fees, and those that solicit donations or engage in fee for service
- Programs held by professionals such as attorneys, real estate agents, financial planners, etc. that often result in business referrals
- Social functions such as, but not limited to, showers, anniversaries, birthdays, funerals, and weddings.

#### Reservations

- Reservations may be made in person at the District Office at the Elizabeth Library, or by calling the District Office.
- Recurring meetings may be booked for up to one year. Reservations for recurring meetings will be accepted beginning the second Monday in December for the following calendar year's schedule. Reservations are filled on a first come, first served basis. A group, individual, or organization may not reserve a room more often than once a week during normal business hours and once per month for meetings start at 5:00 pm or later.
- One-time-only meetings may be arranged at any time, but no more than one year in advance. Reservations are filled on a first come, first served basis.

#### Keys

- Keys will be checked out to the responsible party if the meeting is scheduled to begin or end outside of scheduled library hours. If the meeting is scheduled during a time that the library will be closed, such as a holiday, the user is responsible for obtaining a key beforehand. The library will not send someone to open the building. The key is available for pick-up during regular library hours at the Elizabeth Branch Library. The key must be returned in the Elizabeth Library book return immediately following use of the meeting room. The person responsible for the reservation is responsible for the return of the key. If the key is lost, the applicant is responsible for all costs associated with the re-keying of the building. Only one key will be signed out per group. Duplication of keys is prohibited. Groups must lock the meeting room and the front door before placing the key in the overnight book return.

#### Meeting Room Use

- Groups are responsible for set-up and clean-up of chairs, tables, and refreshments. Facilities must be left in a clean, orderly condition.
- The library will not be responsible for anything left in the building. No equipment or supplies may be stored at the library.
- Meeting attendees are subject to all library rules, and programs must not disrupt library operations.
- Do not attach materials, decorations, or anything else to the walls, windows, doors or ceiling of the meeting room.
- Unless the group pays a rental fee for the meeting room, all meetings must be free and open to the public.
- Use of tobacco products and alcoholic beverages is not permitted in the library, meeting room, or on the library property.
- Priority is given to library and library related meetings and functions.
- Because meeting rooms are also used for library programs, groups may be asked to occasionally change the time of their meetings to accommodate library programs or renovations. Groups will be informed at least two weeks in advance of the date.
- Neither the name nor the address of the Pines & Plains Libraries or any of its branches may be used as the official address or headquarters for an organization and the library phone number may not be used as a contact number on any posters, flyers, press releases, etc.
- Either party's performance under this policy is subject to acts of God, war (declared or undeclared), government regulation, terrorism, disaster, strikes, civil disorder, or similar occurrence beyond the party's control, making it impossible, illegal, or commercially impracticable for one or both parties to perform its obligations under this policy, in whole or in part. Either party will not be liable for any one or more of such reasons.
- The Library reserves the right to cancel or refuse the use of the meeting room or facilities at any time.

#### Overview of the Pines & Plains Libraries Meeting Room

Location: 651 Beverly Street, Elizabeth, Co, 80107

Room Capacity: 36 people

Hours Available: 7:00 a.m. to 10:00 p.m.

Equipment: 5 folding tables, 36 folding chairs, white board, pull-down projector screen and wireless internet. The room does not include a projector or sound equipment.

Food: Light refreshments may be brought in but there are no cooking facilities and we do not provide any equipment such as a coffee maker or paper products.

### **Patron Confidentiality Policy**

In accordance with State and Federal law, the Pines & Plains Libraries maintains patron records and any other information that identifies a person as having used the library as confidential. Staff shall consider questions asked, materials borrowed, and attendance at Library programs as being protected by this law.

Concerning privacy of library user records, Colorado law states:

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### **Privacy of user records:**

1. Except as set forth in subsection (2) of this section, a publicly-supported library or library system shall not disclose any record or other information which identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.
2. Records may be disclosed in the following instances:
  - a. When necessary for the reasonable operation of the library;
  - b. Upon written consent of the user;
  - c. Pursuant to subpoena, upon court order, or where otherwise required by law;
  - d. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.
3. Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars. (CRS 24-90-119)

Staff members are not allowed to reveal library card information to anyone other than the registered patron. For youths under the age of 18, the parent or guardian may be provided information of checked out materials if the primary purpose is to pay fines or recover missing materials. The parent or guardian must present the youth's library card.

### **Animals in Library Buildings**

Animals are not permitted in library buildings with the exception of the following:

1. Service animals – Any person with a disability is allowed to bring their service animal into the library. Service dogs in training are also allowed.
2. Library-sponsored programs – The library may choose to offer programs for the public which include various animals. Such animals are permitted in the library for the duration of the program.

### **Public Postings and Handouts**

The purpose of posting flyers or making handouts available at the Library is to inform people in the community about local cultural, educational, and other programs, in keeping with our mission statement.

Due to space limitations at Library facilities, the following policies shall apply:

#### **Indoor Bulletin Boards and Handouts:**

Placement of postings and handouts is at the discretion of the Branch Manager, based on space available, time of the event, length of time the Library has had the material, and the priority of the material as listed below:

1. Sponsored by the local Branch, Friends group, or Library District
2. Local non-profit organizations and schools
3. Local non-profit events
4. Other Colorado libraries
5. Cultural, educational, and other information that would be of interest to patrons

All materials must be dated, and will be taken down after thirty (30) days or after the event has occurred. Materials that are not dated will be removed. Postings should fit on a single page so that space is available for all who wish to display information. Items on display do not imply endorsement by the local branch library or District; we simply make the space available.

All community-related information may be displayed on the community bulletin boards only. The front desk area is reserved for library-related materials.

### **Patron Rules of Conduct**

Patrons of the Pines & Plains Libraries have the right to use library materials and services without being disturbed by other library patrons. Patrons and staff also have the right to a secure and congenial environment. The following Rules of Conduct have been established to maintain these rights. Library staff shall make every effort to apply these rules in a fair, dignified and positive manner for the benefit of all library users.

The following list provides an example of activities that are not permitted within the Library, at Library-sponsored activities, or on Library property. This list is not an all-inclusive list of prohibited activities.

- Smoking
- Use or possession of alcohol or illegal drugs
- Soliciting, campaigning, or petitioning
- Not wearing shoes and a shirt
- Removing Library property without permission
- Using recreational equipment, such as roller blades, roller skates, skateboards, and bicycles
- Destroying, damaging, or defacing Library property
- Carrying unauthorized weapons of any sort
- Engaging in activities prohibited by law.
- Playing of audio equipment so that others are distracted
- Disorderly conduct including running, fighting, yelling, or provoking violence
- Threatening or harassing patrons or staff members
- Leaving children unattended in the Library building, as outlined in the Library's *Unattended Children Policy* set forth below.

- Violating the District’s *Electronic Resources & Internet Use Policy*
- Any other behavior deemed inappropriate by the Library staff.

An individual who engages in activities such as these may be required to leave library premises. Library staff members may ask an individual to leave the premises with or without prior warning, depending upon the seriousness of the violation. Library privileges may be revoked for a period of time, up to one year, at the discretion of the branch manager, and as approved by the Director. This decision may be reconsidered by the Board of Trustees at the request of the patron or his/her guardian.

### **Unattended Children Policy**

Pines & Plains Libraries are committed to serving children. Staff members cannot supervise children. Parents, guardians, and caregivers are reminded that the library is a public building and good safety practices are important. In order to provide for the general welfare of children and the benefit of all people using the library, children under the age of 7 must be accompanied by a responsible supervising adult at all times.

If a child is attending a library program, the following rules apply. If the child is under 3, the adult or responsible party must stay with the child. If the child is 3-7 years old, the adult or responsible party must remain in the building.

Parents and guardians should consider an older child’s (age 7 and up) ability to be responsible for himself/herself when left unattended in the library. As closing time approaches, librarians may request that children phone a responsible adult. If children are not picked up by closing time, the librarian may phone the police.

The District does not provide child sitting services. If a minor of any age is behaving in a disruptive and inappropriate manner, library staff may call the minor’s parent or guardian to arrange for pick up and/ or may put reasonable limitations on the minor’s use of library facilities. If the minor’s parent or guardian is not available, appropriate authorities will be contacted.

### **Non-Discrimination Policy**

The Library provides services to all patrons regardless of age, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.

### **Asset Disposal Policy**

1. PPL’s director or any member of the Board may propose that one or more items of property be sold, donated, traded, or leased in accordance with the requirements of C.R.S. sec. 24-90-109(1) (i), or otherwise conveyed.
2. The transfers described in paragraph 1 above shall not take place unless the Board approves a motion authorizing the transfer which contains a finding that the property may not be needed in the foreseeable future for library purposes, provided, however, that this finding is not required in

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cases where property or an interest in property is sold or conveyed to a state agency or a political subdivision of the state.

3. Notwithstanding the provisions of paragraphs (1) and (2) above, PPL's director may scrap property which because of age, condition, or other reason, he determines is not suitable for transfer, provided, however, that electronic hardware covered by this paragraph shall be disposed of through recycling.

4. Nothing in this resolution shall be interpreted as applying to trash generated in the ordinary course of business.

## Appendix

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### **The American Library Association Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

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# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to

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circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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## **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.*

Endorsed by the ALA Council January 10, 1990

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