

# Lamar Public Library

## Policies & Procedures

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*Approved by the Lamar Public Library Advisory Board on Sept. 18, 2017.*

*Approved by the Lamar City Council at a regular meeting on Oct. 23, 2017.*

## **Mission**

The Lamar Public Library and Outreach Services exist to inspire and engage life-long learning, foster civic engagement, promote cultural opportunities, and strengthen our diverse communities.

- EXPLORE
  - DISCOVER
    - INTERACT
      - IMAGINE

## **Vision**

Our Vision for Lamar and Prowers County residents is to provide accessibility to education, technology, and information in a collaborative community hub environment. The primary purpose of the Lamar Public Library is to serve patrons, and we are serving our patrons through our four goals:

## **GOALS**

1. Inspire Passion for Reading
2. Build Community Collaborative Opportunities and Partnerships
3. Provide Access and Training in Advancing Technology
4. Build Literacy Programs and Provide Educational Opportunities to all Ages

# **Section One**

## **General Operating Policies**

### **1-1 Library Advisory Board Policy**

#### **Establishment of Library Advisory Board**

Section 9-3 (page C-22) of the Home Rule Charter of the City of Lamar states the following for the Library Board:

There is hereby created and established a Library board consisting of five members to be appointed by the Council for overlapping terms of five years and until their successors are appointed and qualified.

The Library board shall be advisory in character and it shall prepare and submit to Council a master plan for the development and maintenance of modern library system.

The Library Board shall have the additional power to administer gifts and trusts.

The Library Board is authorized, subject to Council approval, to cooperate with any public or private agency in obtaining space, facilities, books or materials for the library purposes.

The Board shall exercise the functions and powers and perform the duties assigned to it by this Charter and the ordinances of the City; and where not otherwise provided by ordinance or charter, the Board shall have the power to perform the functions, and follow the procedures set forth in the statutes of the State of Colorado.

#### **Officers**

- At the annual meeting, the Library Advisory Board shall elect a President, a Vice President, and a Secretary.
- The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office. In the absence of the President, the Vice President shall preside.
- The President shall appoint all committees not otherwise ordered by the Library Advisory Board.
- In consultation with Library staff, the Secretary will notify the members of all meetings of the Board; give notice of all meetings of committees; and keep true records of the votes at the elections and of all other proceedings.
- In case of the absence of the President, Vice President or Secretary, the Board may elect an officer pro tem.
- If the office of the President, Vice President or Secretary shall become vacant, the members shall fill the vacancy at the next regularly scheduled meeting of the Board.

#### **Minutes**

Minutes of all meetings shall be maintained and conserved by the Board. A copy of these minutes shall be sent to the Director.

## **Duties & Responsibilities**

- Be responsible for the library service to the community served by the Lamar Public Library.
- Recommend policies governing the use and management of the library.
- Give feedback to the Library Director.
- Assist the Library Director in setting hours of operation and maintaining standards of service according to the needs of the community and in consideration of the budget.
- Maintain a positive relationship with the City of Lamar and Prowers County.
- Consult and report on a regular basis with the Library Director regarding usage of the library, services offered by the library, and the needs of the library.
- Recommend programs and materials relevant to the interests and requirements of the community.
- Make recommendations regarding the use of gifts for library use.
- Act as a mediator in matters involving freedom to read disputes with citizens.
- Work cooperatively with the Friends of the Library and other educational, cultural and service agencies in the community such as the school, community college, recreational board, historical society, etc.
- Develop a master plan for City Council for the development and maintenance of a modern library.
- Work with the Library Director regarding how funds are spent and assist in finding funds for projects that will benefit the library and community.

## **Amendments to Policies**

These policies may be amended at any time by a majority of the board members present at a regular meeting of Library Advisory Board, provided such amendments have been submitted to the Board members prior to the Board Meeting. They will then be sent to Council for approval.

## **Attendance**

Board members are expected to attend each meeting or let the president or Library Director know if attendance is not possible. The secretary will note who is present at each meeting via the minutes. A board member may be replaced if there are three unexcused absences in a row or the member has missed five meetings in a 12-month period. Attendance alone will not be used to determine whether or not a board member is retained on the board (ie., a board member with unique skills may be retained).

## **Conflict of Interest**

Any conflict or potential conflict of interest on the part of any trustee or a member of his or her family shall be disclosed by the trustee to the President of the Board at or prior to the time the matter regarding the conflict or potential conflict is under consideration by the Library Advisory Board. The trustee shall disclose the nature and extent of any such conflict or potential conflict as the President of the Board shall reasonably require so that the Board may reach an informed decision. No trustee shall vote on any matter under consideration at a meeting of the Board in which such trustee has a conflict of interest, but the presence of such a trustee may be counted in determining whether a quorum is present.

This policy shall also apply to all members of all committees of the Library Advisory Board and such members of committees shall disclose any conflicts or potential conflicts of interest to the Chairman of the committee. The Chairman of each such committee shall report any conflicts to the President of the Board, along with the actions taken regarding the matter.

## **Board Member Removal**

A board member may be asked to resign or removed by a majority vote of the rest of the board for: moving outside of Prowers County, an unreported or unresolved conflict of interest, attendance, behaving in a manner deemed detrimental to the Library, disruptive conduct, a violation of ethics, lack of interest in the library, or a violation of a statute or ordinance which could result in serious damage to the library's property or interest.

### **1-2 Ethics Statement for Public Library Trustees**

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid and disclose situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January, 1989.

### **1-3 Financial Policy**

The Library Advisory Board will work with the Library Director to understand the financial situation of the Lamar Public Library in order to make suggestions that will benefit the library. To this end, the Library Director will give the LAB regular reports of the financial situation of the library.

### **1-4 Staff Policy**

All Library employees work for the City of Lamar and are subject to the personnel policies of the City of Lamar. The Library Director is the supervisor of all staff at the library.

Board members will not direct staff in the performance of their duties. All requests to have staff do something on behalf of the board or the board member should be made through the Library Director.

Employees should never be reprimanded by a LAB member. Complaints about employees or volunteers should be brought to the Library Director. Complaints about the Library Director should be brought to the City Administrator.

## **1-5 Volunteer Policy**

Volunteers for the Lamar Public Library are expected to follow Lamar Public Library's policies and City of Lamar's Personnel Management Manual. Volunteers will be expected to complete assigned duties in accordance with the same standards as any library employee.

Nothing in this policy shall be deemed to create a contract between the volunteer, intern or Community Service Worker and the Lamar Public Library or City of Lamar. Both the volunteer and the City have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Volunteers are not employees; the City will NOT provide any medical, health, accident or worker's compensation benefits for any volunteer, intern or Community Service Worker. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Volunteers are expected to return library materials on time and to replace lost or damaged items. Library volunteers will not have priority over other borrowers for access to materials.

## **1-6 Friends of the Library Policy**

The Friends of the Library are an extremely worthwhile community organization which greatly benefits the Library by raising extra funds; sponsoring programs, cultural events and exhibits; and raising community awareness of the Library.

To maintain open communication between the LAB and the Friends group, the Library Director will attend or appoint a liaison for each Friends meeting, and a Friends member is encouraged to apply for a position on the LAB.

The Library Advisory Board acknowledges that the Friends of the Library is separate and apart from the Library and has its own Board, goals, and purpose. The Friends organization may not assume any liability or take or authorize any act on behalf of the Lamar Public Library without written approval of the Library Director or LAB president.

The Friends is an organization comprised solely of volunteers distinct and separate from Library personnel. The Library Director can assign an employee to help with some library tasks, such as making posters for Friends events, making copies, etc., but no Friends member may require an employee to perform any duties without the director's permission.

## **1-7 Foundation Policy**

In the event that a private foundation to assist the library is formed or desires to work with the library, the City will establish policies as needed.

## **1-8 Library Security Cameras**

The Lamar Public Library utilizes cameras for the safety of staff and patrons. Security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security

of personal property. Neither the Lamar Public Library nor the City of Lamar is responsible for loss of property or personal injury.

Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas and parking lots.

Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms. Cameras will not be installed for the purpose of monitoring staff performance. Images will typically be stored for an average period of 30 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory and recording length.

Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance. A copy of this policy may be shared with members of the public upon request.

## **1-9 Meeting/Conference Rooms**

The Lamar Public Library currently has a Cultural Events Center and Huddleston-Butler Conference Room that are available to all Prowers County residents and business.

### **Availability**

The Lamar Public Library meeting rooms are available for both individual and organizations. Since the Library is a tax-supported facility, the meeting rooms may be used by organizations whose memberships are open to all without restriction based on race, color, marital status, religion, national origin, sex, disability, age, sexual orientation, creed, ancestry or any other protected category. Commercial or profit-making organizations will be permitted to use the room(s) on a case-by-case basis provided the meetings are open and free to the general public. Programs which the Library Director considers may potentially be offensive to a large portion of the public may be referred to the Library Advisory Board for approval prior to scheduling.

### **Reservations, Scheduling, and Application**

Programs offered/provided by the Lamar Public Library will have first priority in scheduling room use. The meeting rooms will be available during regular library staff hours on a first come, first reserved basis. Requests for use of the meeting should be made at least one week in advance either in person, via e-mail, or by telephone. All fees will be paid prior to usage.

The party making the reservation will be held responsible for any damage to the facility. Requests for reservations for more than one meeting will be made on a space available basis. If the meeting room(s) should become unavailable for any reason, the group or individual will be notified as early possible so the event can be rescheduled. If any changes must be made to the original set-up/equipment, etc., notify library staff within 48 hours of the event so staff have time to notify maintenance.

### **Rules for Use**

Hours of usage shall include the total time involved in the meeting, from the time the organization requires the room for assembling or other purposes, until the time the room is vacated. All meetings in the Huddleston-Butler Conference room end at library closing. All advertising and sales of merchandise must be pre-approved by the Library Director or the Library Advisory Board prior to the event. All licensing requirements must be met. Use of the meeting room shall not include an admission fee. People using the room shall leave it in a neat, clean and orderly condition, including any kitchen equipment used.

The user will be responsible for any costs resulting from damage to the meeting room. In addition, the user will be given notice that continued offenses will result in the group being denied access to the meeting room.

Food may be served in the Cultural Event Room(s) provided the organization furnishes all of the equipment and utensils needed and a janitorial fee is paid. Cookies may be served without the fee, however, if there are any stains caused by cookies or other activities in the room, the janitorial fee will automatically come into effect.

Smoking is prohibited on Library premises. Alcoholic beverages are prohibited on Library and City property except as provided by Lamar Municipal Code 10-6-80.

#### Fees

- A janitorial fee will be charged for events including meals or craft activities.
- The Library Advisory Board reserves the right to waive any or all fees, in full or in part.

#### **Liability**

Granting permission for the use of the meeting room(s) does not imply endorsement of the user or the user's beliefs by the Lamar Public Library, the Library Advisory Board or the City of Lamar. All groups will agree to hold the Lamar Public Library, the Library Advisory Board, and the City of Lamar free from any loss, damage, liability, costs and/or expense that may arise during, or be caused in any way, by such use of Library facilities.

The Library cannot be responsible for loss or damage to exhibits left in the meeting room(s) or personal property of those attending the meetings. Though every effort will be made to safeguard materials, the Lamar Public Library is not responsible for loss or damage to items while on display at any Library location.

#### **Fee Schedule**

Fees for the Cultural Events Center and Huddleston-Butler Conference Room are subject to change. Please contact the librarian for the latest rate schedule.

## **1-10 Social Media Policy**

### **Purpose of the Library's Social Media Sites**

The Lamar Public Library has established social media sites primarily to inform Library users about Library programs, educational opportunities, events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library's social media sites may also be used to notify the general public of Library employment opportunities or Library Advisory Board openings. The



Library's social media sites are limited public forums for discussing library programs, events and materials. While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and that commenters be courteous and civil toward one another.

**Definitions:**

“Library” shall mean the Lamar Public Library.

“Posting” shall mean any writing, image, video, audio file, and hyperlinks to other websites [or media which is downloaded, referenced or inserted] placed upon any Library social media site.

“Social media site” shall include any online web site, web application or web account created and/or maintained by the Library, which permits users to communicate with others users through postings, including without limitation, Facebook, Twitter, YouTube, and Pinterest.

**Postings and Restrictions**

The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law. Content deemed unsuitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited content based on the criteria below, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content was deleted. Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:

- Advertisements or sale of merchandise or services;
- Charitable solicitations or political campaigning;
- Spam;
- Content that is not topically related to the particular site or posting being commented on;
- Obscenity, pornography or content that promotes illegal activities;
- Copyrighted or trademarked material;
- Content that promotes, fosters or perpetuates discrimination and/or harassment on the basis of race, color, marital status, religion, national origin, sex, disability, age, sexual orientation, creed, ancestry or any other protected category; and
- Slanderous, libelous, threatening or defamatory statements.

**Employee Postings**

In general, only authorized employees working on behalf of the library should post on the Library's social media sites. However, Library employees are not prohibited from posting on Library's social media sites from personal accounts during their time outside of work. The Library recognizes that public employees do not surrender all their First Amendment rights by reason of their employment and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. However, when a public employee makes statements pursuant to his/her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate his or her communications from potential discipline by the Library. Employees must be aware that information they display or comments they make on Library social media sites may be viewed by other users – even when posting from a personal account – as representing official Library-sponsored information or comments.

Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time:

- Employees that identify themselves as employees of the Library shall make it clear that the views expressed are their personal views and do not represent the views of the Library.

- Employees shall respect the Library’s confidential and proprietary information and shall not post information that is still in draft form or is confidential.
- Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.

### **Record Management and Preservation**

The Library will preserve the content of all social media postings in accordance with applicable laws and regulations

### **Disclaimer**

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and third party postings do not reflect the opinions or positions of the Lamar Public Library, the City of Lamar, its employees or the Library Advisory Board. By posting on the Library’s social media sites, the poster gives the Library permission to use his/her name, profile picture, and the content of any posting made, without compensation or liability on the part of the Library. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Users are personally responsible for their commentary. Users should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party.

By joining, utilizing and/or posting on the Library’s social media sites, users agree to comply with this Policy, and Lamar Public Library’s Internet Use Agreement, as applicable.

### **Violations of this Policy**

Postings that the Library Director or her designee deems to have violated this policy, may be removed in whole or in part by the Library Director or designee. The Library reserves the right to terminate accounts, ban or block users who have posted in violation of this policy on more than one occasion.

## **1-11 Petitions and Campaigning Policy**

The public sidewalks outside the Lamar Public Library are traditional public forums, not under control of the Library, where individuals are free to conduct any lawful activity. The Library building and grounds, including the outside lobby and entry, are limited public forums where individuals are not entitled to conduct the same scope of activities that they may do on the public sidewalks, and are subject to the restrictions of this Policy. Persons circulating petitions for signatures or providing information may stand outside the Library building, so long as they do not block entrances or exits, damage Library property, or interfere with patrons seeking to use the Library.

Except as set out in the following paragraph pertaining to election information, distribution of leaflets or other written material, requests for signatures on petitions, and stopping people to give information in any other form is not permitted inside the Library. Petitions may be placed in the area designated for political information but will not be monitored by library staff and the library does not take responsibility for the materials.

Official and nonpartisan election information, such as the Colorado State Voters’ Pamphlets and the League of Women Voters Guide, will be distributed at the Library. The Library accepts political information on issues and candidates of interest to the citizens of Prowers County during election season and will make this material

available to Library patrons in designated locations as space allows. The Library takes no responsibility for acquiring or replacing materials, or for presenting a wide representation of issues and candidate literature. Areas designated for political information are at the discretion of the Library Director based on available space.

The Library is adjacent to the Lamar City Building, which may be a polling location in Lamar. State electioneering laws, set out in Section 1-13-714, Colorado Revised Statutes, provide that no person shall do any electioneering on the day of any election within any polling place or in any public street or room in any public manner within 100 feet of any building in which a polling place is located. Electioneering includes campaigning for or against any candidate who is on the ballot or any issue or question that is on the ballot. Accordingly, electioneering is not permitted in the Library or on Library grounds on the day of any election. On the day of any election, the Library will also remove campaign materials.

## **Section Two**

### **Collection Development Policies**

#### **2.1 Collection Development**

The collection is intended to serve the wide spectrum of needs of the community, and therefore contains a variety of materials to accommodate that spectrum. The collection may contain original, critical and unorthodox ideas, any of which may not appeal to the entire community, and therefore public opinion cannot be the sole guide for the selection of material. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the Library. The Library neither approves nor disapproves the views expressed in materials included in the collection. The Library cannot exclude all materials that could conceivably result in mental or physical injury to some individual, since theoretically any material could be harmful to someone if improperly used.

The Library upholds the principle of free and open use for all. Materials in the collection are arranged in a way to facilitate access to the information. They are not marked or identified to show approval or disapproval of contents. No restriction is placed on their use except for the purposes of protecting them from theft or injury. Responsibility for the reading, viewing, and listening of children and young adults rests with their parents or legal guardians.

The Library subscribes to the Library Bill of Rights, Freedom to Read Statement, Free Access to Minors Statement, and Freedom to View Statement. These documents have been approved by the American Library Association and are appended to this policy manual.

The Library is opposed to the removal from its shelves, at the request of any individual or group, of materials which have been chosen according to the materials selection policy. In addition, the Library will oppose efforts on the part of an individual or group seeking to have materials added to the collection which are contrary to the selection policy.

Library patrons in good standing who are residents of Prowers County may question the presence of an item in the Library's collection by completing a Material Selection Inquiry Form. The Library Director will consider the request and respond to the Inquiry within a reasonable time. If the complainant is not satisfied with the response, the Library Advisory Board will conduct a final review.

#### **Materials Selection**

The General Collection includes adult and children's fiction and nonfiction and reference works. Materials are purchased in formats that meet the need being served and the audience for whom they are intended. Materials in special formats are subject to the selection criteria specified in that section.

The day-to-day work of evaluation, selection, and deselection is the responsibility of the staff of professional librarians. The individual librarians are assigned subject areas and responsible for developing procedures for material selection that are governed by, but no part of, this policy.

The Library provides materials and services to help users obtain information to meet their personal, educational, and professional needs. Materials for preschool and school-age children are chosen to foster an interest in reading and learning as well as to support their hobbies and interests.

## **Selection Tools**

Selection tools for materials include, but are not limited to, professional review journals and publishers catalogs. Also consulted are reviews in periodicals such as the *New York Times Book Review* and the area newspapers, as well as periodicals that review books in specific subject areas. Patron requests are considered first priority as long as the specific item meets the selection criteria and other collection development policies outlines.

## **Selection Criteria**

### General Criteria

Criteria used in general selection of library materials include, but are not limited to:

- Fulfilling the Library's mission and program areas
- Reputation of the author or publisher
- Anticipated use (minimum of 3 uses within the first year)
- Physical quality of the material
- Suitability of format
- Positive critical reviews
- Timeliness or permanence of the work
- Cost
- Accuracy and authenticity of information presented

### Newspaper Criteria:

- Local, major daily and weekly newspapers are collected
- Selected newspapers offering national news coverage or national financial coverage are collected
- Newspapers may be collected in hard copy form or electronic format, depending on content, cost, and demand

### DVD Criteria

The Library will make every effort to purchase closed-captioned materials. The Library's main areas of specialization will be:

- Popular movies
- Popular television productions
- Documentaries
- Non-fiction (how-to, science, history, travel, etc.)
- Independent films
- Foreign films
- Classics (e.g. Hitchcock)
- Classic cartoons, anime, and other animated films
- Children's DVDs, including movies based on children's books, animated films, educational Television programming, and non-fiction appropriate for children ages 3-8.

### Additional Criteria for Electronic Resources:

- The information is available only in this format
- Content is updated more frequently than in the print format
- Compatibility with the Library's computer systems must be considered
- There are sufficient workstations available to provide adequate access to the resource

## **Special Collections**

The Library maintains special collections, the development and management of which differ from the general collection. These collections may be exceptional in their purpose, clientele served, user needs or scope. While the collections may have specific criteria applied to them, the criteria are based on the same principles of the general collection. Included in the special collections are:

- Local History
- City of Lamar official documents
- Cake Pans

## **Weeding Collections**

Weeding, or removal of material from the collection, is an integral and ongoing aspect of collection management. Discarding is necessary to maintain a vital, useful, relevant, well-kept collection. Weeding of the collection will be done on a regular basis.

Subject selectors will manage and weed the collection in their assigned areas. The following general criteria are used for weeding:

- Material in poor physical condition
- Outdated or inaccurate material
- Material superseded by new or revised editions
- Duplicate material
- Lack of demand

Decisions to keep specific titles may be based on the following exceptions:

- Local author or topic
- Subject matter is unique and out of print
- The book is a prize winner and out of print
- The book is cited in a standard index
- The item is part of a series

Individual subject areas may have more specific criteria for weeding, and those criteria are included in the procedures specific to that area. Replacement of weeded items is not automatic. Decisions to replace material will be based on the selection criteria specified in this policy.

## **Discarding Materials**

Items removed from the collection will be sold, donated and/or disposed of appropriately.

## **Preservation and Conservation Materials**

Damaged materials that are cost-effective to repair and that will retain an attractive appearance will be cleaned and/or repaired by library staff.

Specific items in the collection may be placed in protective storage in order to secure materials that require special protection. Such storage may reduce the availability of those items.

## **2-2 Interlibrary Loan**

Interlibrary Loan (ILL) is the process libraries use to borrow items from other libraries when the needed item is not in their own collection. In general, it will not be available for items for which Lamar Public Library has a copy currently checked out to another user.

## **Eligible Borrowers**

ILL is available to any library user who has been issued a current Lamar Public Library card and is in good standing.

## **Request Restrictions**

Some types of materials are not available for lending by other libraries and, consequently, may not be requested via ILL. These will be set by the Library Director.

## **Copyright Compliance**

The Lamar Public Library complies with Federal copyright law and National Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines.

## **Circulation of ILL Material**

Loan Period: Lending periods are at the discretion of the lending library. Patrons will have use of the item for one week less than the due date noted on the paperwork from the lending library to ensure the items can be processed and returned to the lending library on time.

Renewals: Library patrons are encouraged to return materials at the end of the initial loan period so that materials are not absent from the lending library for an unreasonable length of time. Renewals are only permitted if the lending library allows such an extension. Requests to renew an item must be submitted two days in advance of the due date for the item. If the request is not made two days in advance, the materials must be returned and may not be renewed.

## **Borrowing Fees and Overdue Fines**

Agreement to Accept Charges from Lending Libraries: Library patrons are responsible for any charges applied by the lending library including photocopy charges, or fees for damaged or lost materials. Library staff will make every effort to notify the library patron as to any fees that will be assessed by the lending library. If lending charges are not paid at the time the materials are picked up, they will be attached to the patron's circulation record and handled in the same manner as fines and other charges.

Overdue Fines and Charges for Damaged or Lost Materials: The Library patron is also responsible for any charges assessed by the lending library for damage to an ILL material, not reported or recorded at checkout. If an ILL material is lost, the library patron will be responsible for the cost of the material, plus a non-refundable processing fee of up to \$10.00.

## **Lending Materials to Other Library**

Lending Charges: There will be no charge to other libraries to borrow materials from the Lamar Public Library's collection, nor will charges be assessed for overdue items. If a material is not returned by the borrowing library to the Lamar Public Library, the borrowing library is responsible for the replacement cost of the item as well as a non-refundable processing fee of up to \$10.00.

Loan Period: Lamar Public Library materials will be lent to other libraries for 5 weeks. Renewals may be granted if the material has not been placed on hold for a Lamar Public Library patron.

Format of Requests that will be Accepted: In order to facilitate processing of ILL requests, the library will only accept requests submitted through the SWIFT computer-based system.

Materials that will be Lent to Requesting Libraries: In order to ensure that local Lamar Public patrons have access to the latest materials, the following items will not be loaned via ILL:

- Books published within the last year
- Books with long reserve lists
- Materials designated as “high demand”
- Software
- Reference material (i.e. Directories, encyclopedia sets, indexes, standard library reference tools)
- Bound or current issues of magazines and newspapers
- Rare, archival manuscript or fragile materials.

## 2-3 Gifts and Donations

### Cash Donations

Gifts or money, property or stock will be accepted if conditions attached thereto are acceptable to the Library Advisory Board and City Council. The Library accepts cash donations to be used for the purchase of library materials, equipment, programs, or services. Donations will be handled according to the Lamar City Ordinances. Gifts to the Library will be acknowledged. *However, the Library does not provide appraisals of gifts or potential gifts.*

Monetary gifts may be unrestricted or designated as memorials or tributes to honor a friend or relative. Donors of funds may suggest specific furniture, equipment, or art work, as well as subjects or titles of collection materials to be acquired with their donation. However: the Library reserves the right of final selection in order to meet either the space, utilization, and design criteria of the building or the criteria of the Collection Management Policy. Special shelves or sections for collection materials are not possible given space and service considerations. Library staff will place selected materials in relation to other materials in the collection for the best use by the public.

### Gifts of Materials

Gift items that are added to the collection become the exclusive property of the Library, and are subject to all Library selection criteria, rules, regulations and procedures. Gifts of books and other materials may be made directly to the Library. The Library will not accept materials that are not outright gifts, and reserves the right, as conditions change, to assign any of its materials wherever the need is the greatest. The Library is under no obligation to absorb the cost of continuing a gift subscription beyond the initial donation period. All gifts must be in usable physical condition. Because of limitations of space, money, and staff, the Library reserves the right to accept or discard, at its discretion, any materials given to the library. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.

The Library makes every effort to dispose of any gift materials it cannot use to the best advantage, such as through sales or recycling.

## 2-4 Reconsideration of Materials

Recognizing the importance of providing a method whereby the public may express opinions regarding materials selected for the library, the Library Advisory Board has established a procedure for the reconsideration of materials.

The Reconsideration procedure will apply to complaints made to the Lamar Public Library including:

- Those about materials represented in the library collection



- Those about materials not represented in the library collection

A complaint must be in writing and on a form provided by the Lamar Public Library. Forms are available at the circulation desk in the library.

Upon completion, the form may be mailed or delivered to the Library Director.

Upon receipt of the signed form, the Library Director will:

- Provide the complainant with a copy of the reconsideration process policy and other applicable policies, and inform the individual of the availability of the Library Advisory Board hearing;
- Examine the materials in question, the issues raised, and the circumstances;
- Make a decision to remove or retain the materials in question;
- Respond in writing to the complainant within one week of receiving the completed form.

When the reconsideration is resolved and the complainant feels the decision of the Library Director is not supported by policy, the complainant may request a hearing before the Library Advisory Board trustees by notifying the Library Director, who will make the necessary arrangements.

Following this hearing, the decision of the Library Advisory Board will be final.

The Library Advisory Board maintains the public's concern that fairness of such a hearing must protect the rights of all persons who are involved, and the intellectual freedom rights held by all citizens.

## **Section Three**

### **Patron Policies**

#### **3-1 Circulation**

##### **Eligibility for Service**

To check out items from the library, patrons must have either a card from the Lamar Public Library or a Colorado Library Card.

Residents of Prowers County may get a Lamar Public Library card by completing an application form, and must be able to provide proof of name and local area address.

As part of the Colorado Library Card program, people who have library cards from other libraries are eligible to receive a Colorado Library Card account from the Lamar Public Library, but they must still be registered onto our system with the same information as local library patrons, including name and contact information. The patron must present their home library card along with one other form of identification, at which point they will be issued an LPL card and will be able to check out items immediately.

##### **Identification**

Acceptable Forms of Identification and proof of address include:

- Colorado driver's license with local address
- State ID card with local address
- Piece of mail with name and local address

Patrons under the age of 12 must have an application signed by a parent or legal guardian.

##### **Cardholder Privileges**

The Library has many types of accounts with different privileges. The accounts include adult cards, youth cards, Colorado Library Cards, Book Group cards, etc. The types, limits and privileges are set by the Library Director and may change from time to time. Limits may include number of items that can be checked out, length of time items may be checked out, and fine and lost book charges and accruals.

##### **Cardholder Responsibilities**

Under state law (CRS 24-90-117) the patron is responsible for:

- Returning borrowed materials on time or paying a fine
- Reimbursing the Library for lost or damaged materials

The patron is financially responsible for items checked out on his/her card. If the card is lost or stolen, or if the patron moves, he/she must notify the Library immediately. If the patron is under the age of 18 years old, a parent and/or guardian is financially responsible for lost or damaged materials.

A patron in good standing is defined as one who has no outstanding overdue items, fines, or fees payable, and who has a record of returning items on time and/or paying fines due when items are late. To check out online

items, patrons must have a library account in good standing. Library cards are also required to access online databases and resources.

### **Revocation of Library Privileges**

Use of the Library and its services may be denied for due cause, such as failure to return items or pay overdue-item penalties, destruction of Library property, disturbance of other patrons, or any other objectionable conduct on Library premises.

### **Lost Card Replacement**

The first time a card is lost, it will be replaced for free. After that, there will be a processing fee for a new card to be issued. If the system allows it, patrons may choose to have their picture put into the system in lieu of paying for a new card. However, this will not enable the patron to use the library's online resources.

### **Read Away Fines Program**

Lamar Public Library cardholders ages 18 and under may be able to earn overdue fines and library card replacement fees by reading them away in the library. To participate in the program, visit a library staff member for details.

Amended by the Lamar City Council on 8/27/2018.

## **3-2 Privacy of Library Patron Records**

### **Patron Privacy Rights**

Lamar Public Library staff members are required by Colorado Library Law (CRS 24-90-119) to protect the privacy of your borrowing record. Everyone, regardless of age, is entitled to free, open and equal access to materials and services, including books, magazines, and audio and video recordings. Everyone owning a Lamar public library card is entitled to this consideration, regardless of their age or their relationship to the person requesting information.

The Library supports the "ALA Policy on Confidentiality of Library Records" (adopted January 20, 1971; revised July 4, 1975, July 2, 1986, by the ALA Council)\*, therefore:

- All circulation records and other records collected by the library which identify the names of library users are confidential.
- No library officers or library employees will make these records available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- Upon receipt of such process, order or subpoena, the library's officers will consult with legal counsel to determine if such process, order or subpoena is in proper form and, if there is a showing of good cause for its issuance. If not, the library will insist that such defects be cured.

\*Note: See also ALA Code of Ethics point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and materials consulted, borrowed, acquired or transmitted."

## **Library Records**

The library will keep records regarding patron usage only as long as it is necessary to keep those records for efficient operation.

Circulation Records – To protect customer privacy, computer records of a patron’s circulation history will be deleted as soon as the material is returned in good condition. If there is a fine, the record will be deleted when the fine is paid or forgiven.

Computer Logs – Sign-up sheets for using the computers will not be kept longer than 30 days unless it is necessary for the efficient operation of the library.

Other – Other patron records, including but not limited to those for Interlibrary Loan, will be kept only as long as necessary for the efficient operation of the library.

## **Parental Rights**

Library staff cannot provide parents and/or guardians with title information from a child’s record unless that child is under the age of 12. A parent or guardian may request all information the library keeps about a child’s circulation record until the child reaches the age of 12. A child over the age of 12 must request his or her own records. Information about overdue books and fines will be sent to the child’s home through the mail and/or in the usual manner.

## **Picking Up Materials for Other Patrons**

Patrons may pick up and check out materials for other patrons. They can also pay fines and fees for other patrons. However, they cannot access title information in the other patron’s account.

## **Privacy While Using Library Computers or Materials**

The Library has no control over information accessed through the Internet and is not responsible for the substance or the accuracy of the content. We cannot guarantee privacy when using public computers. The use of the Internet provides access to materials that may be adult in content. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The job of the library is to enable access only.

## **3-3 Internet/Computer Policy**

The Lamar Public Library provides its patrons access to free Internet resources. Our goal is to make the World Wide Web available to everyone, in the most appropriate form possible, through the library’s public computers and to private devices using the library’s wireless access.

The Lamar Public Library staff is available to help its patrons navigate, identify, and access resources on the Internet. We review and recommend appropriate sources of information on the Internet, and we have adopted special tools to assist our patrons in using the Internet.

By accessing or using the Library’s computers or wireless access to the Internet, you signify that you have read, understand, and agree to comply with the terms of this policy.

## **General Advisements**

- The library’s provision of access and services to the internet – including **curated\* databases** to which we subscribe – does not imply that the library sanctions or endorses the content or point of view of any of the information or commentary found on the Internet.
- The Internet is **unregulated**. Accuracy, completeness, and the timeliness of information found on the Internet varies widely. Because the Internet contains material of a controversial nature, users must use critical judgment when relying on information found on the Internet.
- The library uses **filters** to prevent access to sexually-explicit images, and to restrict access to age-appropriate content. Filtering technology is imperfect and the nature of the Internet is ever-changing. Our filters may not block everything that might be considered objectionable. We cannot guarantee access to any specific site that would be available on the unfiltered Web.
- The library makes **every effort** to provide secure access to the Internet. However, users are at risk for loss or theft of personal or business information and should take appropriate precautions while using the Library computers.
- The Library is not responsible for any loss or damage to patrons’ data or media due to hardware, software, or electrical failure, breaches of security, theft, or any other occurrence while the patron is using Library equipment.

### **Children’s Use of the Internet**

Lamar Public Library offers directed access to the Internet through child-appropriate search engines and databases. Children also have access, through links, to curated and age-appropriate educational and topical websites. These restrictions do not guarantee the absolute exclusion of objectionable material.

As with all materials in the Library, any restriction of a child’s access to the Internet is the sole responsibility of the parent, guardian, or caregiver. Parents are encouraged to work with their children to develop rules for the use of the Internet and to review publications on Internet safety recommended by the Library.

Patrons are advised to be aware of potential safety and security risks to minors when using email, chat rooms, social media and other electronic communications. The Library provides educational materials and training for parents regarding these risks.

### **Rules for Computer/Internet use at Lamar Public Library.**

Inappropriate use of computers or wireless access may result in the loss of computer privileges, wireless access privileges, and/or loss of Library privileges. Inappropriate use includes (but is not limited to) the following:

- Using the computer or wireless access to display, transmit, or disseminate sexually explicit images from the Internet, email, or portable storage device.
- Using programs that infiltrate a computer or computing system and/or alter the software components of a local or remote computer or computing system.
- Gaining unauthorized access to another person’s files.
- Theft, damage or destruction of library property, including, but not limited to, books and other library materials, software or hardware components of a local or remote computer or computing system, and/or use of programs that infiltrate a computer or computing system, including uploading of any harmful form of programming, vandalism, hacking, and the production or use of malware or spam.

- Using another person’s library card to access computers. This infraction may result in the suspension of the library’s Internet services for both the patron using the computer and the patron whose card is being used.
- Assuming the identity of another person without the explicit authorization of the other person, including, but not limited to, seeking information on, obtaining copies of, or modifying files, data or passwords belonging to other users of the Library’s electronic resources.
- Installing software on any Library computer or running any programs that have not been installed by the Library.
- Using the Library’s computers or wireless access to engage in any Illegal conduct. Illegal conduct includes (but is not limited to) activities in violation of federal, state or local laws, including use of electronic resources or material that condones illegal actions, or provides instructions for committing illegal acts, or which may threaten or harass any person, violate copyright laws, or disclose personal information regarding minors.

Library staff members who witness activities or content involving illegal use of computers may report their observations to the police.

Patrons who wish to gain access to a filtered site may ask for assistance at the service desk.

*\*Selected and organized using professional or expert knowledge.*

*Amended by the City Council on 10-08-2018.*

### **3-4 Outreach Services**

Outreach Services are provided by the Lamar Public Library to bring library materials and information to patrons throughout Prowers County. Services include elderly care facilities, preschools, daycares, elementary and high schools, and the homebound residents of Prowers County. Outreach Service patrons will adhere to the same policies as users of the Lamar Public Library building as set forth, to ensure equitable access to library materials.

#### **Requirements to Become an Outreach Patron:**

- Have a physical disability, long-term illness, and/or temporarily homebound, or
- Reside in a facility currently being served by LPL Outreach Services (childcare, elderly care facilities, and schools)
- Have a Lamar Public Library Card (we will assist you in getting one if you don’t have one.)

#### **Outreach Services Include:**

- Free library card
- Pick-up/delivery of materials
- Access to Library’s online databases
- Set up Story-Time/Reading to patrons
- Updates on Library’s events, services, and programs
- Interlibrary Loan for patrons

### 3-5 Patron Code of Conduct

The Lamar Public Library is dedicated to protecting the rights and safety of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Without limiting the generality of the foregoing, each person is expected to respect the rights of others and comply with the following Patron Code of Conduct while on library property.

**Permitted conduct** in the library includes:

- Quiet and courteous use of cell phones
- Small group congregation for social, study or discussion purposes
- Consumption of light snacks and covered beverages
- Service animals
- Smoking in exterior designated areas only

**Prohibited conduct** in the library includes but is not limited to:

- **Code of Conduct Violations:** violating any Library Policy, Code of Conduct or rules for usage of materials, computers or other library property.
- **Failure to Comply:** failure to comply with any request or demand of library staff.

*The Library reserves the right to remove any person and/or restrict library privileges of any person whose conduct is deemed by library staff to violate this Code of Conduct. Recurring offenses may elevate the penalty.*

#### **Serious Misconduct**

The following forms of misconduct are deemed serious and may result in restricting access to the Lamar Public Library for up to 90 days depending upon the frequency or severity of the incident(s). The age of the patron and any mental disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- **Alcohol/Drugs/Intoxication:** possession or use of alcohol or illegal or recreational drugs or being under their influence.
- **Disorderly Conduct:** disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others; repeatedly questioning, commenting, approaching or confronting staff with questions or comments currently being addressed or previously addressed.
- **Identity Theft:** obtaining, possessing, transferring or in any way using the identifying information of another without that person's consent including using multiple library cards or another person's library card to extend computer use beyond established time periods.
- **Inappropriate Activities:** engaging in activities inappropriate for a public library facility including but not limited to loud social interaction, bathing, shaving, washing clothes, sleeping, gambling, betting or wagering.

- **Misuse of Computers:** utilizing library computers to engage in illegal activities; to gamble, wager or engage in booking activities; or to publicly view sexually explicit or pornographic materials.
- **Inappropriate Attire:** failure to wear appropriate attire, posing a health, safety or sanitary risk that detracts from the enjoyment of the library by others or damages library property.
- **Theft:** concealing library materials or property on library premises, theft or other attempts to convert library property to personal use.
- **Verbal Abuse:** using language, words, expressions, gestures or other behavior that is intimidating, insulting, hostile, loud, abusive, obscene, offensive, rude, vulgar, or demonstrates a lack of civility to others.

### **Severe Misconduct**

The following forms of severe misconduct may carry up to a one year banning penalty depending upon the frequency or severity of the incident(s). The age of the patron and any medical disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- **Physical Abuse:** behaving in a threatening, intimidating or violent manner toward any person, or acting in a manner that creates the potential of physical injury to oneself or others and any form of unwanted touching or other contact.
- **Property Damage:** destroying, damaging, defacing or vandalizing library property on or off library premises or threatening to damage such property in any way.
- **Sexual Misconduct:** engaging in any action that is sexually inappropriate or offensive including but not limited to lewd or lascivious behavior, indecent exposure, sexual battery, touching one's self or others inappropriately or publicly displaying any pornographic or sexually explicit materials whether in photographic, graphic or animated form which does not relate to medical research or would otherwise be considered obscene by local community standards.
- **Threats:** communicating a threat of harm to any person or property including patrons, Library staff members and security guards.
- **Weapons:** (inapplicable to law enforcement) openly carrying a knife, blade, firearm or other object that could be used as a weapon; carrying a concealed knife, blade or other object that could be used as a weapon; or, carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado.

### **3-6 Banning and Appeals**

Library staff members may ask a patron to leave the premises with or without prior warning, depending upon the seriousness of the violation of these guidelines for behavior. The length of the eviction shall depend upon



the nature and seriousness of the offense that required removal, the extent of damage or disruption caused, and history of prior infractions of library policies, and other relevant circumstances.

When possible, any patron who has been evicted and/or prohibited from returning to the library shall be provided with written notification indicating the reasons for the ban, the time period of the ban, and the appeals process. When a minor has been banned for 30 days or more, the Library Director may attempt to contact the child's parent or legal guardian. Any patron whose library privileges have been suspended has the right to appeal the decision to the Library Director

A patron may appeal in writing to the Library Director or in person after scheduling an appointment with the Director. The Director may shorten, modify, or terminate the banning period if the information submitted by the individual warrants such modification. The Director will respond in writing and notify the individual of the appeals process. Until such time as the determination has been reviewed and/or modified by the Director or reversed on appeal by the Library Advisory Board, a banned individual may not enter or remain on library premises.

The Director's written determination may be appealed to the Library Advisory Board, if the aggrieved individual files a written notice of appeal within 10 days after he/she receives the Director's determination. Such notice shall be filed with both the Library Director and the Library Board President, c/o Lamar Public Library, 102 E Parmenter St., Lamar CO 81052.

The board shall hold a hearing within 30 days after the patron's notice has been filed. The appellant shall be notified at least 10 days before the hearing. Failure to appear on the assigned day of the hearing without prior notification to the Library Board President will result in the denial of the appeal.

The President of the Library Advisory Board shall conduct the hearing. At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party.

Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Library Director with instructions for reconsideration. The decision, except for remand, shall be final determination for the purposes of judicial review.

Any person who is asked to leave the library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from the library and/or arrest. Any person who enters or remains on library premises during the period in which they have been banned from the library will also be subject to arrest and persecution for trespassing.

### **3-7 Unattended Children Policy**

Children are welcome in our library and we are concerned about their safety and welfare. However, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children when their children are in the library.

Because children develop and mature at different rates, there is no magic age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Library staff must use their judgment and discretion in determining whether or not an unattended child is vulnerable or at-risk.

Library staff members cannot supervise children in the Library.

**Unattended Children requiring direct supervision:**

Children requiring direct supervision may not be left unattended by an adult or caregiver in any part of the Library. If these children are found without an adult or caregiver, staff will attempt to locate the parent or other caregiver. If the parent or caregiver cannot be located in the building or at home within a reasonable amount of time, the police department (non-emergency number – 719-336-3977) will be contacted to pick up the child.

**Unattended Children not requiring direct supervision:**

Children not requiring direct supervision are free to use the Library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members. We respect the privacy of all library patrons and will intervene only when, in the opinion of the library staff, the safety and well-being of a child is threatened. During regular service hours, if Library staff judge that any youth is not coping adequately or is behaving in a disruptive manner, staff will attempt to locate a parent or caregiver to pick up the child. If the parent or caregiver cannot be contacted within a reasonable amount of time, the police department (non-emergency number – 719-336-3977) will be contacted for assistance.

**ANY Unattended Child at Closing**

*No Contact made with parent or caregiver:*

The Library staff will contact the police department (non-emergency number – 719-336-3977 if staff are unable to reach parents or other caregivers by telephone.

*Contact Made, however unable to pick-up child in a reasonable amount of time:*

The Library staff will contact the police department (non-emergency number – 719-336-3977) if staff are able to reach parents or other caregivers, but the parent or other caregiver are unable to pick up the child within a reasonable amount of time after the Library closes.

**Waiting for Pickup by Parents or Police:**

Two Library staff members will stay with the child after closing until the parent or the police arrive. The police should be notified that they no longer need to come if the parent arrives before the police arrive. ***Under no circumstances is a staff member ever to drive any child home.***

In any situation involving youth safety and specifically whenever parents (or other caregivers) or police are contacted, staff will adequately document the incident.

**3-8 Animals in the Library Policy**

Only Service Animals, as described by state and/or federal law, or animals that are part of an official library performance, are allowed in Lamar Public Library facilities.

This policy applies to staff, patrons, performers, vendors, and volunteers before, during and after library hours.

In general, Service Animals are defined as animals that are individually trained to perform tasks for people with disabilities-such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs,

alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

[Source: U.S. Department of Justice, Civil Rights Division, Disability Rights Section, ADA Business Brief: Service Animals, April 2002.]

### **3-9 Open Records Policy**

To request public records, please contact the Library Director, who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the Library (or inquiries on the Library’s website or social media sites) will not be treated as records requests under the Colorado Open Records Act (CORA). Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, include your contact information and preferred method of delivery of the records.

#### **Limitations**

The Library will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

#### **Fees and Costs**

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1st Hour	No Charge
More than 1 Hour	\$30/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

## **Appendix 1: 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.

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.

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.

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

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

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

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.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## **Appendix 2 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 avoid the subversion of politics and the corruption of morals. We, as citizens 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 citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

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 need the help of censors to assist them in this task. 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.

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 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:

*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 or unpopular with 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.

*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.

*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.

*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.

*It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it 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 the citizen. 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.

*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.*

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.

*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 citizens 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.

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; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

## **Appendix 3**

### **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

## Appendix 4

### Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup>See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See *Tinker v. Des Moines School Dist.*, supra. Cf. *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943)."