

Poudre River Public Library District Policies

October 2009

1.0 LIBRARY SERVICES TO A DIVERSE POPULATION

1.1 Mission Statement

To provide public library services to the District's constituents on behalf of its taxpayers.

Vision Statement

The Library District will be a dynamic and responsive institution, integral to the fabric of our community.

1.2 The Library District is a learning organization that continues to evolve and remain relevant in a changing world. These values serve as the framework for the governance, policies, and services of the Poudre River Public Library District.

- *Our fundamental commitments, as a tax collecting body are:*
- *Fiscal responsibility*
- *Accountability*
- *Simple visible policies and processes*

- *We are dedicated to the principles of intellectual freedom, providing open and equal access to all library resources without prejudice while protecting patron privacy and complying with relevant laws.*

- *As a library district, we invest in and appreciate a well-trained staff and volunteers. We also foster community partnerships and collaborations. We maintain high standards in our work and a sense of pride in all district activities, as well as a strong sense of responsibility and integrity.*

- *We strive to provide quality services and maintain a high level of patron satisfaction by treating the public with respect, fairness and consistency. We work to ensure that all facilities are safe, welcoming and comfortable.*

1.3 We affirm the following freedoms adopted by the American Library Association contained in Appendix 1.

- Library Bill of Rights
- The Freedom to Read
- The Freedom to View
- Free Access for Minors
- Statement on Library use of Filtering Software

- 1.4** To ensure equal access to library resources for all citizens, the Library may place limitations on the extent of services offered.
- 1.5** Customer's comments about the Library, its services or staff are welcome.
- 1.6** The Library solicits citizen input in shaping library services.

2.0 COMMUNITY CENTER

- 2.1** The Library is a welcoming and enjoyable place for all customers. Since the Library is for all, it is expected that customers will be sensitive to the needs of others.

All concerns about customer behavior will be handled in accordance with the Library's Library Facility Regulations contained in Appendix 2 or other policies contained in this Policy Manual.

The Poudre River Public Library District's services extend beyond the doors of the libraries. The Library will seek opportunities to introduce library services to all community members by taking its services, programs and information to a variety of venues.

The Library cooperates with other agencies to offer library services to benefit the community.

- 2.2** The different information service areas of the Library are open to all.
 - 2.2.1** The Children's Services area is focused on children birth through 6th grade and their parents, caregivers and educators.
 - 2.2.2** The Adult Services area is focused on adult customers.
 - 2.2.3** The Young Adult area is focused on customers 6th grade through 12th grade.
- 2.3** Library staff designs, implements, and delivers programs that foster library use and reflect our Mission Statement. All Library programs are offered without charge to the public. Non-Library programs held in the Library are covered by meeting room policies (see Appendix 3).
- 2.4** The Library will provide opportunities and spaces for community information to be shared.

- 2.4.1** Use of the Meeting Room is consistent with the Library Mission. Priority is given to District,, Front Range Community College, and non-profit group meetings, programs and functions. (Rules for meeting room use are found in Appendix 3.)
- 2.4.2** Distribution or posting of materials by the Library does not necessarily indicate the Library's endorsement of the issue or events promoted by those materials (see Appendix 4).

3.0 CIRCULATION SERVICES

- 3.1** Library cards are issued to anyone with proof of identification and proof of residence. Limitations and procedures for issuing cards are available from the Circulation Department. Each customer may have only one active library card (see Appendix 5).
 - 3.1.1** Colorado residents and currently enrolled Front Range Community College students may receive a Poudre River Public Library District card regardless of age and without cost.
 - 3.1.2** Charges will be levied for lost cards.
 - 3.1.3** By receipt of a library card, the customer agrees to:
 - Abide by all library policies and rules;
 - Accept full responsibility for all items checked out on the card and all associated charges;
 - Report loss of a card or change of address promptly.
- 3.2** To provide access to all customers, circulating library materials and resources are checked out for specified periods of time (see Appendix 6).
 - 3.2.1** In accordance with Colorado Revised Statues 24-90-119, the privacy of the individual library record is protected (see Appendix 7).
 - 3.2.2** All circulating materials are checked out at the Circulation Desk or at self checkout machines.
 - 3.2.3** Library materials must be returned.
 - 3.2.4** Fines are charged for overdue materials. Fees are assessed for damaged or non-returned materials. The Library may use the services of a collection agency.
 - 3.2.5** Library materials may be renewed (see Appendix 6).

- 3.2.6** Customers may request materials not owned by the Library through InterLibrary Loan (ILL and Prospector).

4.0 COLLECTION DEVELOPMENT AND BIBLIOGRAPHIC CONTROL

- 4.1** The Collection Development Policy provides guidelines for the selection and maintenance of the collection.

For Collection Development see Appendix 8.

5.0 INFORMATION SERVICES

- 5.1** Anyone may obtain reference assistance or use library materials on site.
 - 5.1.2** Staff provides the personal link in interpreting the library's collections to the public. All library materials are considered potential resources for use in servicing customer needs.
 - 5.1.3** Provide efficient and courteous personal assistance to library users in the location of information and resources appropriate to their needs.
 - 5.1.4** Refer customers to other appropriate resources centers when the Poudre River Public Library District collections do not satisfy the customer's needs.
 - 5.1.5** Instruct individuals and groups in the effective use of library materials, finding aids, and equipment such as the PACs, photocopiers, microform equipment, Internet workstations, etc.
 - 5.1.6** Library staff has the responsibility to give appropriate instruction in the use library tools and materials, including the use of the PAC.
 - 5.1.7** Questions will be treated with respect in a timely manner.
 - 5.1.8** Library staff will not provide legal or medical advice.

6.0 SYSTEMS ADMINISTRATION

6.1 The Systems Administration Department provides technological vision, support, and training to sustain the larger vision and mission of the Poudre River Public Library District.

6.2 Vision is provided through:

- Awareness and communication of technology issues and trends in libraries
- Leadership on the local, state, and national levels
- Pro-active and strategic planning for Library District technology needs
- Development of new processes, efficiencies, electronic systems, and interfaces to meet emerging demands

6.3 Support is provided through:

- Outstanding customer service
- Active participation in all library departments and divisions
- Availability and responsiveness to the technological needs of library staff and patrons
- Implementation of new processes, efficiencies, electronic systems, and interfaces to meet current demands

6.4 Training is:

- Reactive and Proactive
- Based on current and future staff needs
- Based on current and future public needs

Systems Administration serves library staff directly, and public customers indirectly.

7.0 ADMINISTRATION

Administration oversees the management and business functions of the library system. It is responsible for the supervision of staff, collections, services, budget and empowerment of staff to achieve the Goals and Mission of the Poudre River Public Library District.

The Library District is managed by the Executive Director, who is employed by the Library Board of Trustees. The Executive Director is the staff liaison to the Library Trust and Friends of the Library. Service unit managers within the Library report to the Director. See Appendix 11 for the Library's current unit organization.

The Executive Director is responsible for all operations including hiring staff, providing policies and board development.

The Library District is governed by a seven member Board appointed jointly by the Larimer County Commissioners and the Fort Collins City Council. Their by-laws appear in Appendix 12.

APPENDICES

1. ALA Freedoms
2. Library Facility Standards
3. Use of Meeting Rooms
4. Public use of Exhibit Space and Posting of Materials
5. Library Cards
6. Check Out Periods, Limits, Fines, and Renewals
7. Colorado Library Law
8. Collection Development
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10. Wireless Internet Policies
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1. APPENDIX 1

ALA FREEDOMS

THE 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 that 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.

THE FREEDOM TO READ

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:

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 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.

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 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.

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. 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.
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 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.

A Joint Statement by

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American Library Association and Association of American Publishers

Subsequently Endorsed by:

American Booksellers Foundation for Free Expression
American Society of Journalists and Authors
American Society of Newspaper Editors
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Center for Democracy & Technology
The Children's Book Council
The Electronic Frontier Foundation
Feminists for Free Expression

Freedom to Read Foundation
International Reading Association
The Media Institute
National Coalition Against Censorship
National PTA
Parents, Families and Friends of Lesbians and Gays
People for the American Way
Student Press Law Center
The Thomas Jefferson Center for the Protection of Free Expression

THE FREEDOM TO VIEW

The freedom to view along with the freedom to speak, 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, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films 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.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted February 1979, by the Educational Film Library Association, and in June 1979, by the ALA Council.

FREE ACCESS TO 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.

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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.¹ 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.

¹See [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

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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)."

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

STATEMENT ON LIBRARY USE OF FILTERING SOFTWARE

On June 26, 1997, the United States Supreme Court in [Reno, Attorney General of the United States, et al. v. American Civil Liberties Union, et al.](#), issued a sweeping reaffirmation of core [First Amendment](#) principles and held that communications over the Internet deserve the highest level of Constitutional protection.

The Court's most fundamental holding was that communications on the Internet deserve the same level of Constitutional protection as books, magazines, newspapers, and speakers on a street corner soapbox. The Court found that the Internet "constitutes a vast platform from which to address and hear from a world-wide audience of millions of readers, viewers, researchers, and buyers," and that "any person with a phone line can become a town crier with a voice that resonates farther than it could from any soapbox."

For libraries, the most critical holding of the Supreme Court is that libraries that make content available on the Internet can continue to do so with the same Constitutional protections that apply to the books on libraries' shelves. The Court's conclusion that "the vast democratic fora of the Internet" merit full constitutional protection serves to protect libraries that provide their patrons with access to the Internet. The Court recognized the importance of enabling individuals to receive speech from the entire world and to speak to the entire world. Libraries provide those opportunities to many who would not otherwise have them. The Supreme Court's decision protects that access.

The use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and may lead to legal exposure for the library and its governing authorities. The American Library Association affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the [Library Bill of Rights](#).

ALA Intellectual Freedom Committee July 1, 1997; Rev. November 17, 2000

APPENDIX 2 LIBRARY FACILITY STANDARDS

I. Authority for Regulations

Authority to enforce these regulations is set forth in Section 18-9-110, C.R.S. (Public buildings - trespass, interference - penalty), and Section 18-9-117, C.R.S. (Unlawful conduct on public property).

II. Purpose and Scope of the Regulations

These regulations apply to all Poudre River Public Library District facilities, including joint-use facilities. The Poudre River Public Library District is a tax-supported facility, and citizens expect and deserve a clean, quiet, pleasant and safe environment. Unfortunately, the behavior of a few library visitors may destroy this environment for others. Behavior may become unacceptable when it interferes with another person's use of the library, when it could result in injury to oneself or others, when it violates the law, or when it could result in loss or damage to customer or Library property. At staff discretion, engagement in such behavior may subject the individual(s) involved to exclusion from Library premises and, in some cases, to legal prosecution. Examples of unacceptable library behavior include but are not limited to, the following:

III. Prohibited Acts

A. The following are prohibited in all facilities covered by these Regulations:

1. Use of any facility or equipment therein for other than its intended use, or alteration of any equipment or facility;
2. Any action, event, or group of events that constitutes a violation of federal, state or local law;
3. The failure to comply with direction given by District staff acting in the performance of their duties or interference with the performance of such duties or other operations of the facility;
4. Conduct intended to cause or causing the destruction, damage or theft of District property, or the property of others;
5. Public indecency, indecent exposure, or obscenity;
6. Any action, which in the reasonable judgment of staff, constitutes an attempt to inflict or does inflict injury to other persons or damage to property, or which poses an

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- unreasonable risk of such injury or damage, including running, fighting, wrestling, or climbing;
7. Any conduct or expression that in the reasonable judgment of staff, intimidates others or incites unlawful or otherwise prohibited conduct;
 8. Any action which, in the reasonable judgment of staff, interferes with or obstructs the reasonable use and enjoyment by others of the facilities, including but not limited to:
 - Use of audio or visual equipment without headphones, or in a loud or disruptive manner,
 - Noise which is unreasonable in a library environment, including whistling, loud talking, and disruptive use of cellular phones,
 - Occupation of more than one seat or study space, use of library facilities for sleeping, or the overcrowding of study tables, carrels, computers or study rooms;
 9. The failure to maintain a level of personal hygiene that is non-offensive in a social environment, unless compliance is precluded as a result of a legally protected disability;
 10. Use of any Library facility for commercial activities not specifically authorized and arranged through Library management, including but not limited to:
 - Sales or soliciting,
 - Marketing or conducting surveys,
 - Conducting classes or other instructional activities, or tours, except to the extent that same may be carried out in a manner comparable to use of the facility by the general public user;
 11. Conduct that disrupts or obstructs any program or activity that is a program of the particular Library facility or any other District-sponsored activity or event;
 12. Smoking or the use of chewing tobacco or other tobacco products;
 13. Use or possession of alcohol or illegal drugs, or any visible intoxication from alcohol or drugs;
 14. Using bathrooms for bathing or washing clothes;
 15. Use of bicycles, rollerblades, skateboards, scooters, or skates, whether or not motorized, except as expressly authorized;

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16. Possession of any animals except service animals, or as otherwise authorized by library staff;

Failure to comply with any specific rules of use or conduct posted within any facility;
Any requirements set forth herein may be waived or altered by the director in charge of a facility as necessary to accommodate the needs of persons with disabilities desiring to make use of that facility.

APPENDIX 3 USE OF MEETING ROOMS

Main Library Ben Delatour Room, Harmony Library Community Room, and Council Tree Library Community Room Regulations

The Ben Delatour Room at the Main Library and the Community Room at the Council Tree Library is designated primarily for use by the Poudre River Public Library District. The Community Room at the Harmony Library offers priority scheduling to Poudre River Public Library District and Front Range Community College. All three rooms offer next priority to other governmental entities such as the City of Fort Collins, Larimer County and Poudre School District.

A Library program is defined as any event which promotes library purposes and involves staff in the organization, promotion, presentation or payment of presenters.

In addition, the rooms may be reserved by nonprofit groups for meetings, seminars and programs open to the public when no priority events are scheduled. Nonprofit groups may have membership fees as long as program admission is free and the event is open to the public. Nonprofit groups may include groups in the formative stages.

Use of all three rooms is free.

Groups and organizations that are working in cooperation with the Library to support programs and activities of the Library may use the rooms for fundraising activities which further that support.

Permission to use the rooms does not constitute an endorsement of any group's policies or beliefs. Publicity for an event by a non-library group must not be presented in a manner which would imply Library sponsorship of the group's activities.

Exceptions to these regulations may be made by the Library Executive Director or designee for the Ben Delatour Room and the Council Tree Community Room. For the Harmony Community Room, exceptions may be made by the College Vice-President or designee and the Library Executive Director or designee.

Groups using these rooms must follow all Library Facility regulations. (See appendix 2)

Groups using the room must accept responsibility for seeing that those attending their events observe all rules.

The Library reserves the right to cancel any scheduled event for concerns related to safety, weather, utilities or disruption of library operations.

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The Library endorses the American Library Association's statement Meeting Rooms: An Interpretation of the Library Bill of Rights adopted July 2, 1991.

(<http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/meetingrooms.htm>)

These regulations may be reviewed and amended periodically.

Room Rules and Procedures

The following rules govern use and scheduling of these rooms. Permission to use the room may be withheld if any of the rules below are violated.

A. Availability

1. Library events may be scheduled as far in advance as necessary for either room. Front Range Community College events for the Community Room may be scheduled as far in advance as necessary. Programs, meetings and events by the Friends of the Library will have the same priority as Library programs.
2. Governmental groups may schedule use of the rooms as much as six months in advance.
3. Nonprofit groups may schedule the rooms up to eight weeks in advance.
4. Nonprofit groups may schedule the Ben Delatour Room and the Community Rooms each once every five weeks.
5. Main Library's Ben Delatour Room and the Council Tree Community Room may be scheduled for up to three and a half hours at a time. The Harmony Community Room may be scheduled for up to a full day at a time. These limits include setup and breakdown times for both rooms.
6. Main Library's Ben Delatour Room and the Council Tree Community Room are available fifteen minutes after opening until fifteen minutes before closing. The Harmony Library Community Room is available for use during business hours, with limited additional availability prior to and after open library hours.
7. Any group using the rooms must completely vacate the rooms by the ending time approved at the time of reservation.
8. Main Library's Ben Delatour Room can accommodate up to 130 people. Council Tree's Community Room can accommodate up to 130 people. Harmony Library's Community Room can accommodate up to 143 people. Fire and building code restrictions must be followed.

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B. Reservations

1. Nonprofit groups using the Ben Delatour Room or the Community Rooms must be registered with the Library at either location prior to their reservation of the room. Each group must complete a registration form to be approved, providing the full name and phone number of the responsible party. Proof of nonprofit status may be required. The form also includes these regulations and must be signed by a responsible representative for the group.
2. Tentative reservations can be made by phone for groups who have not yet registered with the Library. The reservation can be held for up to 48 hours, pending the completion of the registration process.
3. When booking the room, staff may require a description of the meeting and a count of those expected to be attending.
4. The rooms are booked on a first-come, first-served basis. Once a room reservation has been confirmed, no other group except the Library may take priority and bump the scheduled group. No group may assign its reservation to another group.
5. When the room is not being used by the Library or scheduled groups, it may be opened to registered nonprofit groups who have otherwise used their allotment of scheduled times. These times will not be scheduled in advance and are only available on a walk-in basis. All other restrictions apply.
6. All rooms are reserved through Public Service Desks at either location, by phone, email, or in person.
7. The Library must be notified as soon as possible if a reservation for a room is no longer needed.
8. Reservation information regarding events in the room is made available to the public.

C. Restrictions

1. The rooms are not available for personal or family parties or strictly social functions.
2. No collection may be taken before, during or after the meeting as a requirement for attendance.
3. No use of alcoholic beverages is permitted.
4. Smoking is not allowed in the buildings and is only allowed in designated outdoor areas.

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5. Staff members associated with the building may need access to the room during the time that it is in use.
- 6. Building staff is unable to take or relay messages for, or page persons attending room events.**

D. Services

1. All groups are responsible for providing their own media equipment and any other supplies or materials needed. A minimum of audiovisual equipment may be available. Please check at the time of reservation.
2. Groups may bring simple refreshments and/or the supplies and equipment for making and serving simple refreshments. Some coffee making equipment may be available. Please check at the time of reservation.
3. For the Harmony Community Room, catering service is available through Front Range Community College Dining Services (204-8158). Other catering services may be used at the other meeting rooms.
4. Locking and unlocking the room and general security and oversight are provided by the Children's Department staff for the Ben Delatour Room, staff at Council Tree for that Community Room and by FRCC Public Safety personnel for the Harmony Community Room.
5. It is the nonprofit group's responsibility to provide as appropriate any special communication arrangements for persons with disabilities.
- 6. Groups using the rooms are responsible for setting the room up to meet their needs. For both rooms, they must return tables, chairs and equipment as they were originally set up.**
7. Groups using the rooms are responsible for cleaning the room after use. All trash must be deposited in the proper receptacles. All kitchen surfaces must be cleared and cleaned and all leftover food removed.
8. Any group causing damage to the rooms, their furniture, furnishings, or equipment, will be billed for repair or replacement.
9. The Library does not assume responsibility for lost or stolen articles, damage to property, or injury to persons or groups using the rooms.

(Effective 6/1/08)

APPENDIX 4 PUBLIC USE OF EXHIBIT SPACE AND POSTING OF MATERIALS

Statement of Purpose

Exhibit spaces aid library patrons in the pursuit of education, research, and recreation and support the cultural and civic activities of the larger community through the following goals:

- . Presentation of books, visual arts, crafts, paintings and drawings, sculpture, and a variety of media.
- . Promotion of interest in the use of books and other library resources.
- . Information about community affairs, organizations, services, activities and issues.

Stipulations for Use

- . Exhibits should be of broad public interest.
- . Exhibit space is available to individuals and non-profit groups within the community on an equitable basis.
- . The Library reserves the right to preempt any exhibit for a Library or District sponsored event or exhibit.
- . The Library does not necessarily endorse the beliefs or viewpoints of the subjects of library exhibits, whether library-initiated or sponsored by an individual or group from within the community. A disclaimer to this effect will be placed in each case.
- . Exhibits may not include defaming or obscene materials as defined by the United States Supreme Court, or material which could lead to a breach of peace or which advocate the violation of state criminal laws.
- . Exhibits may not solicit funds. The space is not to be used as advertising space for commercial enterprises, political candidates, or ballot issues.

Guidelines for Use

- . First priority is reserved for the Poudre River Public Library District.
- . Acceptance and scheduling of exhibits must be arranged in advance with the Library Director or designee.
- . A waiver of liability must be signed by the individual or group representative at the time of scheduling.
- . The exhibit space may be booked for use by the Poudre River Public Library District as far in advance as is necessary or beneficial for the library. When no library exhibits are scheduled, groups may book the display area up to six months in advance.
- . Selection, putting up and taking down of displayed materials is the responsibility of the individual or group sponsoring the display.
- . Exhibits may be set up for no longer than three consecutive weeks.
- . Exhibits must be taken down on the agreed upon date, which is the last day of the display period.

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- . Materials should be attached to the walls of the display case with double stick tape or ticky-tack adhesive. Signage should be of professional quality. If glass shelves are not to be used, they should be stored underneath in the locked drawers.

Liability

- . The exhibit space must be left in satisfactory condition. Exhibitors using exhibit space assume liability and shall be liable for any damage resulting from said usage, as assessed by the District.
- . The District assumes no responsibility for materials, equipment or any other article left by any organization, group or individual in the Library and will not be liable for loss, theft or damage thereto.
- . If a display is not removed as scheduled, the library staff may take it down without any liability for any loss or damage caused to the display.
- . The Library will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

(Effective 12/5/03)

DISTRIBUTION OF FREE MATERIAL AND PUBLIC POSTING POLICY

As part of its informational mission and as a public service, the Poudre River Public Library District provides access to community information by providing spaces for the distribution of free materials and the posting of flyers, notices and posters. In providing this service, the library strives to maintain a balanced display of materials representing a broad and diverse spectrum of community activities and interests. Display space is limited, however, and demand frequently exceeds available space.

Because space is limited, materials will be posted and/or distributed in the following order of priority:

1. Poudre River Public Library District (Main, Council Tree and Harmony Libraries).
2. Federal, State of Colorado, City of Fort Collins and Larimer County governmental announcements and publications.
3. Local, civic, recreational, cultural and educational announcements and publications from non-profit organizations providing information of general interest to Library patrons.
4. In addition, Harmony Library (which has a larger amount of display shelving) provides space for the distribution of commercial publications containing information of general interest to Library patrons.

Campaign materials, and political materials advocating for or against ballot issues, are not allowed. **In addition, items promoting the products or services of a single, for-profit business will not be displayed.**

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All materials for posting or display at the Main and Council Tree Libraries must be pre-approved by the appropriate staff member prior to display. Unapproved materials will be disposed of at the Library's discretion. Materials for posting and display at the Harmony Library must conform to the guidelines posted in the Library.

The Library reserves the right to limit the size, number, placement, and duration of display of items. Distribution points are limited to those designated by the Library. Materials for distribution will be displayed only in designated racks.

Distribution or posting of materials by the Library does not necessarily indicate the library's endorsement of issues or events promoted by displayed materials.

(Effective 12/4/03)

APPENDIX 5

LIBRARY CARDS

Library cards will only be issued in person. To obtain a library card:

Adults must present:

- A valid Colorado ID; driver's license, state ID card, **or**
- A valid ID from another state or agency (i.e., military ID, passport), **and**
- Proof of local/state/address (piece of mail, printed checks, rent receipt).

Children can obtain a library card when:

- Parent or legal guardian presents a valid Poudre River Public Library District card, **or**
- Child presents a valid state or school photo ID, **or**
- A completed written application with parent's signature is submitted.

Library cards expire every two years. Cards will only be renewed in person, and the holder must present a valid ID.

Temporary or out-of-state residents may purchase a library card good for one calendar year by presenting a current photo ID, such as a driver's license, passport, or state ID.

APPENDIX 6 CHECK OUT PERIODS, LIMITS, FINES AND RENEWALS

<i>Check-out Period</i>	<i>Item</i>	<i>Limit</i>	<i>Fines</i>
1 Week	Videos: VHS and DVD	Combination of 20	25 cents per item per day
3 Weeks	Books Music: CD's and Cassettes Kits Audio Books: CD and Cassettes	Combination of 100 items, including Media, magazines, Prospector and ILL	10 cents per item per day
3 Weeks	Magazines	5 items	10 cents per item per day
	Prospector Materials	20 items	25 cents per item per day
Other	Seasonal and Holiday Materials InterLibrary Loan Materials Here and Now	There may be limits on circulation period and number of items permitted. 2 requests allowed per patron. Checkout period determined by loaning library.	25 cents per item per day 3 days free – 25 cents per day per item

Renewals

All Poudre River Public Library District materials may be renewed twice if there are no holds and the customer has not exceeded the fine limits.

Prospector materials may be renewed once.

InterLibrary Loan materials are not renewable.

Renewals are from the date of the request, not from the original due date.

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Fines

Maximum per card before use blocked = \$5.00

Accounts with \$25 or more in fines are subject to collection agency action

Accounts sent to a collection agency will incur a \$10 non-negotiable reporting charge

APPENDIX 7

COLORADO LIBRARY LAW

Privacy of User Records

Colorado Revised Statutes, 24-90-119, revised 2005

1. Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that 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.

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.

APPENDIX 8 COLLECTION DEVELOPMENT

Materials Selection Policy

The Selection Policy guides librarians and informs the public about the principles upon which selections are made.

Books and other library materials are selected on the basis of literary, educational, informational, and recreational value. The responsibility of selection rests with the professional staff who operate within the framework of library policies. Limitations of the budget and physical space will also affect selections. Suggestions from patrons are encouraged and will be given due consideration.

No title is included or excluded on the basis of moral, racial, religious, or political prejudice. The Poudre River Public Library District does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. 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 theft or damage, or to enhancing use.

The Library endorses the American Library Association's Freedom to Read statement, The Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information, Services, and Networks, and Free Access to Libraries for Minors.

Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view. No library materials will be removed from the collection without conducting the entire formal reconsideration process outlined below.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by the Collection Development policy in making additions to, or deletions of items from, the collection.

A patron with a complaint about a library material is encouraged to express a concern to library desk staff. If further documentation is desired, the patron will be encouraged to fill out a *How'd We Do* form. This form will be routed to the appropriate department where the supervisor may either respond by phone or letter, or delegate the task to an appropriate staff member.

If the patron requests the matter be handled further through a formal process, a reconsideration form will be given to the patron to fill out. Upon receipt of a formal written request, the Director will form a committee, which will include two librarians or library assistants and an appropriate selector. The committee will use the Collection Development Policy and reviews of the challenged item to evaluate the request. The evaluation will take place in a timely manner and a recommendation will be submitted to the Collection Management Team. A letter will be drafted by the Collection Management

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Team and sent on to the Director for approval. It will then be sent to the patron informing them of the Committee's decision.

In the event that the person who initiated the request is not satisfied with this decision, he or she may request reconsideration from the Executive Director. In accordance with PRPLD policy, the Board of Trustees, in its advisory capacity, will make recommendations to the Executive Director. The Executive Director will make the final decision.

Selection Process

Responsibility for Selection

Ultimate responsibility for materials selection for the Poudre River Public Library District rests with the Library Director who operates within framework of library policies. The Library Director delegates to professional staff the responsibilities regarding the selection, ordering and acquisition, cataloging, and processing of materials.

The Front Range Community College (FRCC) is responsible for selection and purchase of materials consistent with their collection development policies. The FRCC Librarian and the PRPLD staff will consult with each other to coordinate the acquisition of new materials to best serve the needs of all Library users.

Selection Guidelines

Selectors will choose materials that will build a well-rounded collection which includes a variety of viewpoints and opinions and which will meet patrons' needs. Materials will be chosen to enhance the mission of the Library and its chosen service responses in the community.

Selection Criteria

Materials need not meet all criteria.

- Relationship and importance to the entire collection
- Authoritativeness or popularity of author, artist, publisher or producer
- Significance, permanence or timeliness of subject matter
- Local interest and demand
- Literary merit or artistic quality
- Major publicity and/or critical review
- Listing on standard or special bibliographies or indexes
- Suitability of format to library purposes
- Date of publication
- Price

Selection Tools

Selectors use professional journals; trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources; lists of recommended titles; and recommendations from sales representatives for specific materials. Suggestions from patrons are welcomed, but recommendations should meet policy standards. Standard review sources include the following: *Booklist*, *Bulletin of the Center for Children's Books*, *Horn Book*, *Kirkus*, *Library Journal*, *Publishers Weekly*, *School Library Journal*, *Science Books and Films*, *VOYA*, and *Video Librarian*.

Collection Scope

Materials selected for the Library collection are designed to meet the cultural, informational, educational, and recreational needs of Poudre River Public Library District patrons. The scope of the collection offers a choice of format, treatment, and level of difficulty so that most individual patron needs can be met within current budget and spatial constraints. The emphasis is on acquiring materials of wide-ranging interest to the general public. The general collection is not archival, and is reviewed and revised on an ongoing basis to meet contemporary needs.

Collection Formats

Materials are purchased in the most appropriate format for Library use. The Library recognizes the place of audio/visual and electronic formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection.

Gifts and Donations

Monetary gifts can be made to add materials to the collection. Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements should be evaluated carefully before the gift is accepted. All gifts become part of the general collection and will not require special circulation procedures. Monetary gifts are handled by Administration, which also acknowledges the gift.

Donations of books and other materials are accepted by the Library collection management team with the understanding that they will be considered for addition to the collection in accordance with library policy. The Library reserves the right to dispose of donated materials not added to the collection. Staff will not contact donors to inform them whether the item(s) was added to the collection. Patrons may request a receipt for donated items. Library staff will not appraise the books or indicate a value on the receipt.

Interlibrary Loan/Prospector

Use of Interlibrary Loan (ILL) or Prospector, the Colorado Union Catalog collection, is not a substitute for collection development, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. Titles that are either unavailable or have not been selected for the PRPL collection are referred first to Prospector then to ILL at the

patron's request. Recent publications or titles that have been repeatedly requested through ILL may be purchased.

Multiple Copies

While the Library does not have the budget to buy multiple copies of every title, selectors do purchase multiple copies of titles having high patron demand. Each subject area selector determines how many copies of a title should be ordered, and in what format. In subject areas such as resume writing and travel, where the interest is in the subject more than in a particular title, the Library prefers to buy one or two copies of several different titles instead of buying numerous copies of one title. Through this approach, the collections offer variety, depth, breadth, and relevance to meet the needs of the community.

Bindery Guidelines

Appointed staff will regularly review items in the collection to determine if they should be replaced, repaired, rebound, or withdrawn. Care will be exercised and very selective decisions made in sending books to the bindery. In many cases it is more cost efficient to buy a replacement copy or to buy a newer title. Re-binding will be reserved for titles that cannot be replaced, are part of a genre series, or that would be too costly to replace.

Weeding

Titles are withdrawn from the Library's collection through systematic weeding by the Library staff. Systematic weeding of the collection is required in order to keep the collection responsive to patrons' needs, to insure its vitality, currency and usefulness to the community, and to make room for newer materials. Weeding also provides another avenue to evaluate the collection. The CREW Method¹ will be used as a guideline for weeding. Materials that have been lost or damaged may be replaced using the same criteria as for selection. Withdrawn materials may be put in the Friends of the Library book sale. No materials will be held for or given to individuals.

Materials Not Collected

Due to finite resources and space limitations there are certain materials that Poudre River Public Library District does not collect. These include but are not limited to:

Textbooks: The Library does not usually buy textbooks used by the local schools, colleges, or universities. Textbooks may be purchased in subject areas where there is little or no material in any other format or where they substantially add to the collection.

Government Documents: *The Library does not generally collect government documents, but makes materials available through referral to Regional Depository Libraries in the area notably Colorado State University.*

¹ Boon, Belinda. 1995. *The CREW method : expanded guidelines for collection evaluation and weeding for small and medium-sized public libraries*, revised and updated by Belinda Boon. Austin, Texas: Texas State Library.

APPENDIX 9 PUBLIC ACCESS TO THE INTERNET POLICY

Like any library service or material, use by customers must be responsible and in accordance with library policy. All users of Internet access in the library must follow the Public Access to the Internet Policy listed below or face losing their Internet privileges.

Purpose Statement

The Poudre River Public Library District provides access to the Internet as one means of fulfilling its mission to inform, educate, entertain, and culturally enrich by providing books and other library resources, facilities and professional services for use by all individuals. All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using public library resources and facilities. The Poudre River Public Library District does not want to tell users or user's children what they can or cannot read or see. The Library does however want to provide users with options and choices.

The Internet can pose challenges as an information resource. The Library cannot monitor or control the content of the Internet. Users may find some sites controversial or inappropriate. Users are responsible for the evaluation of websites for their content, accuracy and availability. Users are encouraged to take advantage of the vast body of information on the Internet, but to exercise good judgment and discretion. The Library will periodically offer classes on Internet and computer use and will assist patrons with Internet use as time permits but cannot offer personal instruction.

The Poudre River Public Library District supports the right and responsibility of parents to direct use of the Internet by their own children, and provides convenient access to filtered Internet.

Use of Filters

Customers may designate the preferred level of Internet access in their library record. Parents or legal guardians who sign their minor child's card may designate the preferred level of Internet access on their child's library record. The filter provided by the library may restrict access to sites that could be deemed objectionable, but may also limit access to sites which have legitimate research value. No filtering system is completely effective or efficient and the library does not accept responsibility for objectionable sites not blocked by the filter.

Addendum: Customers are encouraged to contact the filtering company for further information and assistance.

Addendum: Colorado Revised Statute 24-90-601, "Concerning Enhanced Protection for Child Users of Public Library Services from Harmful Materials on the Internet" was passed by the 2004 General Assembly and signed into law on April 23. In order to comply with this law, the Poudre River Public Library District has enabled continuous filtering on all public Internet computers in the Children's

areas.

To access full Internet on filtered computers not in the Children's areas, please ask for disabling assistance at the desk.

Rules of Conduct

Use of the Internet at the Library is a privilege. Inappropriate use will result in suspension or cancellation of this privilege. All Internet users must adhere to the following rules.

Internet computers will not be used for illegal activity, to access illegal materials, or to access materials, which by local community standards would be considered obscene.

Internet workstations may not be used for harassment, libel or slander of other persons.

Illegal acts involving Library computing resources may also be subject to prosecution by local, State or Federal authorities.

Installation, downloading, or modification of software is not permitted nor may personal equipment with the exception of USB storage devices, be attached to Library computers.

Users will respect copyright laws and licensing agreements.

Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.

Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.

Internet workstations are only for purposes of Internet access and functions authorized and promoted by the Library.

The Library is not responsible for any commercial transactions conducted by users on Library equipment.

The Library does not provide patron email accounts.

Users of the Library's Internet connection may be required to have a valid Poudre River Public Library District card or picture identification.

Users must observe current procedures and limits on time and number of sessions allowed on the Internet.

The Library's Standards of Acceptable Behavior apply to use of the Internet

Termination or Prohibition of User Access

The Library staff reserves the right to determine if an individual's use of the Internet constitutes an inappropriate monopolization of community Internet resources, and may restrict the individual's use accordingly.

Library staff is authorized to terminate any user's access session, given cause to believe that the user has failed to comply with the Policy on Public Access to the Internet. The Library Director, or his or her designee, may prohibit a user from subsequent access sessions for up to three months from the date of informing the user of that action.

Internet users whose access session has been terminated or prohibited for three months will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated. Temporary or permanent denial of Internet privileges at any District facility will be effective at all Poudre River Public Library District locations.

APPENDIX 10 WIRELESS INTERNET POLICY

As a service to its users, the Poudre River Public Library District provides free wireless Internet access. The Library does not provide technical support for wireless users.

Please be aware that the wireless network is not secure. Like many public wireless hot spots, information is not encrypted and is subject to electronic eavesdropping by others. Wireless users are responsible for providing for the security of their own equipment and electronic communications. Web links to wireless security information are provided on the library wireless welcome page users see when first accessing the network.

By using the wireless network you are agreeing to comply with this wireless use policy, as well as the Library's policies concerning use of the facility and standards of acceptable behavior. Policies are available for review at <http://fcgov.com/library/policy.php>.

The library exercises no control over and will not be held responsible for user-supplied equipment or Internet content that users choose to access or create using their own equipment.

While the library strives to provide a quality wireless system, it cannot guarantee the signal quality, bandwidth availability, or general Internet site availability at any time.

APPENDIX 11 RFID IN LIBRARIES: PRIVACY AND CONFIDENTIALITY GUIDELINES

Ala Policy Guidelines (from website at <http://www.ala.org/ala/aboutala/offices/oif/statementspols/otherpolicies/rfidguidelines.cfm>)

Radio Frequency Identification (RFID) technology collects, uses, stores, and broadcasts data. Components of RFID systems include tags, tag readers, computer hardware (such as servers and security gates) and RFID-specific software (such as RFID system administration programs, inventory software, etc.).

RFID technology can enable efficient and ergonomic inventory, security, and circulation operations in libraries. Like other technologies that enable self-checkout of library materials, RFID can enhance individual privacy by allowing users to checkout materials without relying on library staff.

Because RFID tags may be read by unauthorized individuals using tag readers, there are concerns that the improper implementation of RFID technology will compromise users' privacy in the library.¹ Researchers have identified serious general concerns about the privacy implications of RFID use, and particular privacy concerns about RFID use in libraries.² Libraries implementing RFID should use and configure the technology to maintain the privacy of library users.

The [Council of the American Library Association](#) adopted the "[Resolution on Radio Frequency Identification \(RFID\) Technology and Privacy Principles](#)" (Appendix A) and requested the development of guidelines for the implementation of RFID technology in libraries.

Basic Privacy & Confidentiality Principles

Protecting user privacy and confidentiality has long been [an integral part of the intellectual freedom mission of libraries](#).³ The right to free inquiry as assured by the [First Amendment](#) depends upon the ability to read and access information free from scrutiny by the government or other third parties. In their provision of services to library users, librarians have an ethical obligation, expressed in the [ALA Code of Ethics](#),⁴ to preserve users' right to privacy and to prevent any unauthorized use of personally identifiable information. As always, librarians should follow these principles when adopting any new technology.

Policy Guidelines

When selecting and implementing RFID technology, librarians should:

- Use the RFID selection and procurement process as an opportunity to educate library users about RFID technology and its current and future use in the library and society as a whole. A transparent selection process allows a library to publicize its reasons for wanting to implement an RFID system while listening to its users and giving them a larger voice in the public debate over RFID technology.
- Consider selecting an "opt-in" system that allows library users who wish to use or carry an RFID-enabled borrower card do so while allowing others to choose an alternative method to borrow materials. Because all members who share integrated library systems may not wish to implement an RFID system, this option also may be necessary for library consortia.
- Review and update appropriate privacy policies and procedures to continue protecting users' privacy, in accordance with Article III of the ALA Code of Ethics and [Privacy: An Interpretation of the Library Bill of Rights](#).⁵
- Ensure that institutional privacy policies and practices addressing notice, access, use, disclosure, retention, enforcement, security, and disposal of records are reflected in the configuration of the RFID system. As with any new application of technology, librarians should ensure that RFID policies and procedures explain and clarify how RFID affects users' privacy. The ALA [Guidelines for Developing a Library Privacy Policy](#)⁶ can assist libraries in drafting appropriate policies.
- Delete personally identifiable information (PII) collected by RFID systems, just as libraries take reasonable steps to remove PII from aggregated, summary data.
- Notify the public about the library's use of RFID technology. Disclose any changes in the library's privacy policies that result from the adoption of an RFID system. Notices can be posted inside the library and in the library's print and online publications.

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- Assure that all library staff continues to receive training on privacy issues, especially regarding those issues that arise due to the implementation and use of RFID technology.
- Be prepared to answer users' questions about the impact of RFID technology on their privacy. Either staff at all levels should be trained to address users' concerns, or one person should be designated to address them.

Best Practices

As with any new application of technology, librarians should strive to develop best practices to protect user privacy and confidentiality. With respect to RFID technology, librarians should:

- Continue their longstanding commitment to securing bibliographic and patron databases from unauthorized access and use.
- Use the most secure connection possible for all communications with the Integrated Library Systems (ILS) to prevent unauthorized monitoring and access to personally identifiable information.
- Protect the data on RFID tags by the most secure means available, including encryption.
- Limit the bibliographic information stored on a tag to a unique identifier for the item (e.g., barcode number, record number, etc.). Use the security bit on the tag if it is applicable to your implementation.
- Block the public from searching the catalog by whatever unique identifier is used on RFID tags to avoid linking a specific item to information about its content.
- Train staff not to release information about an item's unique identifier in response to blind or casual inquiries.
- Store no personally identifiable information on any RFID tag. Limit the information stored on RFID-enabled borrower cards to a unique identifier.
- Label all RFID tag readers clearly so users know they are in use.
- Keep informed about changes in RFID technology, and review policies and procedures in light of new information.

Talking to Vendors about RFID

When dealing with vendors, librarians should:

- Assure that vendor agreements guarantee library control of all data and records and stipulate how the system will secure all information.
- Investigate closely vendors' assurances of library users' privacy.

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- Evaluate vendor agreements in relationship with all library privacy policies and local, state, and federal laws.
- Influence the development of RFID technology by issuing Requests for Proposals requiring the use of security technology that preserves privacy and prevents monitoring.

The Request For Information developed by the [San Francisco Public Library](#) provides a helpful list of sample questions ([Appendix B](#); PDF) to ask when talking to vendors about privacy and their RFID products.

¹Lori Bowen Ayre, “Wireless Tracking in the Library: Benefits, Threats, and Responsibilities,” *RFID: Applications, Security, and Privacy*, Garfinkle and Rosenberg, eds. (Addison-Wesley, 2006)

²David Molnar and David Wagner, Privacy and Security in Library RFID: Issues, Practices, and Architectures, CCS’04, October 25-29, 2004 Washington, D.C.

³<http://www.ala.org/ala/oif/iftoolkits/toolkitsprivacy/introduction/introduction.htm>

⁴<http://www.ala.org/oif/policies/codeofethics>

⁵<http://www.ala.org/oif/policies/interpretations/privacy>

⁶<http://www.ala.org/oif/iftoolkits/privacy/guidelines>

[Appendix A: Resolution on Radio Frequency Identification \(RFID\) Technology and Privacy Principles](#)

[Appendix B: Security and Privacy Sample Questions](#) (PDF)

Adopted by the Intellectual Freedom Committee, June 27, 2006

Related Files

- [RFID in Libraries: Privacy and Confidentiality Guidelines](#)
- [Appendix B: Security and Privacy Sample Questions](#)

APPENDIX 12

FINANCIAL POLICIES

Board of Trustee Reimbursement Policy

According to Colorado Revised Statutes, Trustees shall not receive a salary or other compensation as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the Library Fund.

In addition, Trustees may be reimbursed for actual expenses incurred in fulfilling their duties as Trustee as approved by the President of the Board. These expenses may include mileage, long-distance telephone charges, reference materials, and gifts and occasions given in appreciation of Library staff.

Reimbursement of Trustee expenses shall be coordinated through the Board President or Treasurer.

Other expenses incurred on behalf of the Trustees may be paid directly by the District to the extent approved by the President. These items include travel, lodging, subsistence and registration costs for library conferences, professional memberships, liability indemnification insurance coverage, business cards, and copying expense.
(Effective 03/08)

Procurement Policy

Procurement application.

This Policy shall apply to the procurement of all materials, services and professional services required or used by all departments of the District, irrespective of the source of the funds, excepting only donations, the procurement of legal and litigation services, musical, dramatic and other fine arts performances and services or activities subject to contracts between the District and other governmental bodies. When any procurement involves the expenditure of federal or state funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws or regulations. This Policy does not create or confer any right or entitlement upon any person to bid on or receive an award of any contract.

The purposes of this Policy are to provide for the fair and equitable treatment of all persons involved in public purchasing by the District, to maximize the purchasing value of public funds, to codify and standardize the District's purchasing procedures for the orderly and efficient administration thereof, to provide safeguards for maintaining a procurement system of quality and integrity and to foster effective, broad-based competition within the free enterprise system.

Competitive sealed bidding.

- (a) Procurements accomplished pursuant to this Section shall be awarded to the lowest responsive and responsible bidder after competitive sealed bidding.
 - (b) An invitation for bids shall be issued and shall include specifications and all contractual terms and conditions applicable to the procurement.
 - (c) Public notice shall be given and shall include the bid title, place, date and time of bid opening.
 - (d) All bids shall be opened in public at the time and place stated in the invitation for bids. The amount of each bid and such other relevant information as the Purchasing Agent deems appropriate, together with the name of each bidder, shall be recorded. Thereafter, the record of bids and each bid shall be available for public inspection in the office of the Purchasing Agent in the same manner as are other public records. In the event of good cause as determined by the Purchasing Agent, bid openings may be postponed.
 - (e) Bids shall be unconditionally accepted without alteration or correction, except as authorized in Subparagraph (g) of this Section. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria and/or processes for determining acceptability, such as inspection, provision of sample materials, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth all evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the invitation for bids.
 - (f) Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be authorized when deemed appropriate by the Purchasing Agent.
- (1) Mistakes discovered before bid opening may be corrected or withdrawn in writing by the bidder. Any such corrections or notices of withdrawal must be received in the office designated in the invitation for bids prior to the time set for bid opening.
 - (2) After bid opening, the following provisions shall apply:
 - a. A low bidder alleging a material mistake of fact may be permitted by the Purchasing Agent to correct its bid if the mistake is clearly evident on the face of the bid document and the intended correct bid is similarly evident.
 - b. A low bidder alleging a material mistake of fact may be permitted by the Purchasing Agent to withdraw its bid: (i) if the mistake is clearly evident on the face of the bid but the intended correct bid is not similarly evident or (ii) if the mistake is not clearly evident on the face of the bid but the bidder submits evidence to the Purchasing Agent which clearly and convincingly demonstrates that a mistake was made, in which case the bidder must show the nature of the mistake and the bid price actually intended.

- (3) No changes in bid prices or other provisions of bids prejudicial to the interests of the District or fair competition shall be permitted.
- (4) All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes will be supported by a written determination made by the Purchasing Agent.

(g) The contract shall be awarded with reasonable promptness by written notice to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids. If the lowest responsive and responsible bid exceeds budgeted funds and either time constraints or economic considerations preclude resolicitation of work of a reduced scope, the Purchasing Agent is authorized to negotiate an adjustment of the bid price with the lowest responsive and responsible bidder or to modify the scope of work, so as to bring

Competitive sealed proposals.

(a) Procurements for the following are eligible for award by competitive sealed proposals:

- (1) Materials and services when the Purchasing Agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District;
- (2) Professional services; and
- (3) District improvements when the Purchasing Agent determines that the use of alternative delivery methods will provide substantial benefit to the District while retaining sufficient competitive pricing and/or performance.

(b) Procurements accomplished pursuant to this Section shall be solicited through a request for proposals.

(c) Public notice shall be given and shall include the proposal title, place, date and time of proposal opening.

(d) Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be maintained containing the name of each offeror and shall be open for public inspection after the award of the contract in the office of the Purchasing Agent in the same manner as are other public records.

(e) The request for proposals shall state evaluation factors and their relative importance.

(f) After proposal opening, interviews may be conducted with the highest ranked responsible offeror or offerors for the purpose of clarification and to assure full understanding of, and responsiveness to, solicitation requirements. Offerors selected for interview shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions may be permitted after submissions and prior to award in order to reflect clarifications in the proposal's scope of work or contract amount. In conducting interviews, there shall be no disclosure by the District or any officer, employee or committee thereof, of any information derived from proposals submitted by competing offerors, nor shall there be any disclosure of information discussed by the evaluation committee in selecting the highest ranked offeror(s). After the contract has been awarded and a written contract executed with the

selected offeror(s), the total points of the evaluation committee will be retained by the Purchasing Agent for a period of time consistent with the District's record retention policy. Individual rating sheets and notes prepared or utilized by members of the evaluation committee shall not be made available for public inspection.

(g) The contract shall be awarded with reasonable promptness by written notice to the responsible offeror whose proposal is determined in writing to be the most advantageous to the District, taking into consideration the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation.

(h) The Purchasing Agent is authorized to negotiate the final price and precise scope of work with the selected offeror.

Responsibility of bidders and offerors.

(a) In determining whether a bidder or offeror is responsible, the following shall be considered:

- (1) The ability, capacity and skill of the bidder or offeror to perform the contract or provide the services required;
- (2) Whether the bidder or offeror can perform the contract or provide the service promptly and within the time specified without delay or interference;
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder or offeror;
- (4) The quality of the bidder's or offeror's performance of previous contracts or services;
- (5) The previous and existing compliance by the bidder or offeror with laws and ordinances relating to the contract or service;
- (6) The sufficiency of the financial resources and ability of the bidder or offeror to perform the contract or provide the service;
- (7) The quality, availability and adaptability of the materials and services to the particular use required;
- (8) The ability of the bidder or offeror to provide future maintenance and service for the use of the subject of the contract;
- (9) Any other circumstances which will affect the bidder's or offeror's performance of the contract.

(b) The Purchasing Agent shall have the authority to reject all bids or proposals or any portions thereof when the interests of the District and the public will be served thereby. All such decisions will be supported by a written determination made by the Purchasing Agent.

(c) No bidder or offeror shall be in default on the performance of any other contract with the District or in the payment of any monies due to the District.

Exemptions to use of competitive bid or proposal.

(a) Minor purchases.

- (1) The Purchasing Agent shall have the power to negotiate without formal competition for the purchase of any materials, professional services, services or construction not exceeding a cost of thirty thousand dollars (\$30,000.) per year of contract. Where a project has been previously bid, project managers may approve, pursuant to administrative guidelines approved by the Purchasing Agent, change orders up to the minor purchase limit established in this Subsection; provided, however, that no such change order shall authorize any expenditure of funds in excess of the amounts budgeted and appropriated for the project.
- (2) Such negotiated purchases shall be made in the open market, but wherever practical or advantageous, the Purchasing Agent shall obtain quotes from at least three (3) suppliers. Negotiated purchases of materials, services or construction shall be awarded to the person supplying the lowest responsible and responsive quote.
- (3) The purchasing procedures adopted pursuant to this Policy may authorize the purchase of materials, services or professional services in the open market by other departments or agencies of the District, provided that no such purchase shall exceed five thousand dollars (\$5,000.)
- (4) No procurement will be divided so as to constitute a minor purchase under this Subsection.

(b) Emergency purchases.

- (1) In the case of an apparent emergency requiring the immediate purchase of materials, professional services, services or construction, the Executive Director shall have the power to authorize the Purchasing Agent to secure necessary items in the open market regardless of the amount of the expenditure.
- (2) In no event shall the contract price exceed commercially reasonable prices.
- (3) A full written report of the circumstances of all emergency purchases over one hundred thousand dollars (\$100,000.) shall be made by the Executive Director to the Board of Trustees. The report shall be received by the Board of Trustees in an open meeting, and such report shall be open to public inspection.

(c) Miscellaneous exemptions.

- (1) A contract for materials, professional services or services may be awarded without competition if the Purchasing Agent determines in writing that one (1) or more of the following conditions exists:
 - a. There exists only one (1) responsible source;
 - b. Although there exists more than one (1) responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantially higher cost to the District, will otherwise injure the District's financial interests or will

substantially impede the District's administrative functions or the delivery of services to the public;

- c. A particular material or service is required to maintain interchangeability or compatibility as a part of an existing integrated system;
 - d. A particular material, professional service or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration;
 - e. The material is perishable;
 - f. The material qualifies as an object of fine art;
 - g. A particular material is required to match materials in use, so as to produce visual harmony;
 - h. A particular material is required to enable use by a specific individual;
 - i. A particular material is prescribed by a professional advisor;
 - j. The material, professional service or service is the subject of a change order.
- (2) The Purchasing Agent shall submit each determination made under this Subsection (c) to the District Manager, who shall approve or reject the procurement.
- (3) The Executive Director shall submit all procurements under this Subsection (c) which exceed a cost of one hundred thousand dollars (\$100,000.) to the Board of Trustees in an open meeting for final approval.
- (4) Any procurement approved under this Section by the Executive Director or the Board of Trustees may be used as the basis for a negotiated purchase of additional quantities of the same materials or services at any time within a period of five (5) years from the date of approval; provided, however, that subsequent procurements may be expressly limited to a specific number of purchases or a period of less than five (5) years.

(Effective 07/08)

Budget Adoption and Management Policy

The Poudre River Public Library District shall adopt an annual budget in accordance with part 1 of article 1 of title 29, C.R.S. This budget will be for the ensuing calendar year and will be adopted on a basis consistent with Generally Accepted Accounting Principles.

The Executive Director is specifically authorized to make budget transfers between operating accounts within a fund. Any transfer of budgeted funds to or from a specifically approved capital project, and any change in the total budget for each fund require approval of the Board of Trustees.

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A Capital Reserve is established and will be funded annually based on 3%-5% of the annual budgeted revenue. The intent of this reserve is to accumulate funds for major repair or replacement of District facilities and/or equipment, and for new or expanded facilities. This reserve will be maintained separate from the District's General Fund in a Capital Projects Fund.

A Working Capital/Operating Reserve is established equal to 20% of budgeted revenue. This reserve will be maintained in the General Fund to provide for the cash flows needs of the District.

All unexpended annual appropriations lapse at year-end.
(Effective 05/08)

POUDRE RIVER PUBLIC LIBRARY DISTRICT

APPENDIX 13

BOARD OF TRUSTEES BY-LAWS

Fort Collins Regional Library District

Board of Trustees

Bylaws

These Bylaws of the Board of Trustees (the "Board") of the Fort Collins Regional Library District (the "District") are adopted this 7th day of January, 2008 at the District's regular meeting to govern Board action.

The District is a political subdivision of the State of Colorado, established and existing pursuant to §§24-90-101 *et seq.* of the Colorado Revised Statutes. These bylaws are adopted pursuant to C.R.S. §24-90-109(a).

I. NAME

The name of this organization shall be the Fort Collins Regional Library District.

II. BOARD OF TRUSTEES

Section 1. Appointment. The management and control of the Ft. Collins Regional Library District (the "District") shall be vested in a Board of seven (7) trustees (the "Trustees") appointed in accordance with statute, all of whom must reside within the boundaries of the District.

Section 2. Number, Geographic Areas and Term. The Board of Trustees shall consist of seven (7) members, all of whom must reside within the boundaries of the District's legal service area. The Trustees shall serve no more than two (2) consecutive four (4) year terms which shall be staggered so that one or two Trustees are appointed or reappointed each year. A Trustee's term shall expire on the day of the annual meeting and the term of newly appointed Trustees shall begin at the annual meeting.

Section 3. Appointment of New Trustees. When the term of an existing Trustee will expire, and such Trustee is either ineligible for reappointment or elects not to be reappointed, a new Trustee shall be appointed in accordance with procedure consistent with C.R.S. §24-90-108(2)(c).

Section 4. Vacancies. Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner in which Trustees are regularly chosen.

Section 5. No Salary. Trustees shall not receive a salary or other compensation as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the Library Fund.

Section 6. Removal. A Trustee may be removed only by a 2/3 vote of the appointing authority and only upon a showing of good cause. Good cause shall include, but not be limited

to, failure to attend, without justification, three consecutive regular monthly meetings of the Board.

Section 7. Powers and Duties. The Board of Trustees shall have those duties and responsibilities set forth as authorized powers under §§24-90-101, *et seq.*, C.R.S. (the "Library Law"), as such may be revised from time to time. In addition, the Board shall have all powers necessary or incidental to the specific powers granted by statute.

Section 8. Authorization. Membership on the Board does not, under any circumstances, authorize a Trustee to represent or bind the Board in any official capacity whatsoever except as such authority is granted and approved in writing by a vote of the Board taken at a regular or special meeting.

III. MEETINGS OF THE BOARD OF TRUSTEES

Section 9. Regular Meetings. A regular meeting of the Board shall be held every month, unless otherwise ordered by the Board, for the purpose of transacting the business of the District. All business of the Board shall be conducted only during regular or special meetings hereinafter provided for, and all of such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session.

Section 10. Time and Place. The time and place of all regular and special meetings will be announced in advance as required by law.

Section 11. Notice; Open Meetings; Executive Sessions. Notice of all meetings of three (3) or more Trustees shall be given in the manner prescribed in §24-6-402(c), C.R.S. At a minimum, the Board shall cause notice of meetings to be posted in designated public places no less than twenty-four (24) hours prior to the meeting. All meetings shall be open to the public, except that at any regular or special meeting, the Board may proceed into executive session upon a majority vote of two-thirds (2/3) of the quorum present for the purpose of considering any matters permitted under §24-6-402(4), C.R.S. The Board shall retain executive session records for ninety (90) days after the date of the executive session in compliance with Section 24-6-402(2)(d.5)(II)(E), C.R.S.

Section 12. Special Meetings. Special meetings may be called by any Trustee or the Executive Director for any purpose, including for the purpose of planning and goal setting or the study and discussion of matters to come before the Board. Minutes will be taken at all special meetings and will be part of the public record. Special meetings may be called upon 24 hours notice to the Trustees and to the public. Notice to the public shall be given in the manner required by law.

Section 13. Other Meetings Disallowed. No meetings of four or more Trustees shall be held except pursuant to the posting of notice as a regular or special meeting.

Section 14. Quorum. A majority of the Trustees of the District shall constitute a quorum necessary for the transaction of any business at any regular or special meeting of the Board. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

Section 15: Public Participation in Meetings. Citizens shall be invited to participate in all regular meetings of the Board during a portion of the agenda set aside for this purpose. The president shall determine a time limit for comments based upon the number of persons wishing to speak.

Section 16: Annual Meeting. The regular meeting of the Board for the month of March of each year shall be designated as the annual meeting. At the annual meeting the officers shall be elected to serve for the ensuing year.

Section 17. Roll Call Votes. A Trustee may call for a roll call vote at anytime.

Section 18. Parliamentary Authority. Robert's Rules of Order Revised, most recent edition, shall govern in the proceedings of the Board in all cases where not in conflict with these bylaws.

IV. OFFICERS

Section 19. Designation of Officers. The officers of the Board shall consist of a president, a vice president, treasurer and a secretary and such other officers as the Board deems necessary.

Section 20. Date of Election. All officers of the Board shall be elected by the Board at the annual meeting.

Section 21. Term of Office. Officers shall serve for one (1) year terms and shall begin their terms of office at the next meeting immediately following the election.

Section 22. Number of Terms of Office. A Trustee serving as an officer of the Board shall not be eligible to serve more than two consecutive terms in the same office, except by affirmative vote of two-thirds of the Trustees of the District.

Section 23. Vacancies. Any vacancy occurring during the regular term of any office, for any reason, shall be filled by a Trustee elected by a vote at a regular or special meeting of the Board for the remaining portion of the term of such office.

Section 24. Removal. Any officer may be removed by an affirmative vote of two thirds of the Trustees of the District taken at a regular or special meeting of the Board when in such Trustees' reasonable judgment the best interest of the District will be served thereby.

V. DUTIES OF OFFICERS

Section 25. President. The president shall, subject to the direction and supervision of the Board, be the principal executive officer of the District. The president shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time, including, but not limited to the following:

- The president shall preside at all meetings of the Board.
- The president shall sign all leases, deeds, mortgages, contracts or other instruments which the Board has authorized to be executed, except as delegated to the Executive Director, or other Trustees as appropriate.
- The president is the authorized spokesperson for the Board of Trustees, unless delegated to another trustee.
- The president shall sign all checks or warrants either by manual or facsimile signature or shall designate another Trustee to sign in his/her absence.

Section 26. Vice President. The vice president shall assist the president and shall perform such duties as may be assigned by the president or the Board. In the absence of the president, the vice president shall have the powers and perform the duties of the president.

Section 27. Secretary. The secretary shall oversee the keeping of the minutes of the meetings of the Board and shall perform all other duties delegated by the Board or that may be incidental to the office of secretary such as the publishing of legal notices and the execution of legal documents as such may be required.

Section 28. Treasurer. The treasurer or his/her designee, shall be the custodian of District funds, all of which, regardless of their source, shall be deposited in an account or accounts authorized by resolution of the Board. All warrants or checks must carry the signature of the Executive Director or the treasurer and one other Trustee designated by the Board. Administrative procedures will be followed that conform to proper accounting internal controls.

VI. COMMITTEES

Section 29. Appointment and Membership. A committee may be created by the Board with its members appointed by the President for any specific purpose and shall be automatically dissolved when its stated purposes have been fulfilled. A committee of the Board may consist of Trustees or may perform its function without participation of any Trustee. Committee's shall report to the Board and shall have no power to act for the Board.

VII. EXECUTIVE DIRECTOR AND STAFF

Section 30. Employment of Executive Director. An Executive Director shall be engaged or employed by the Board to serve as the chief administrative officer of the District.

Section 31. Duties of Executive Director. The Executive Director, under the supervision and direction of the Board, shall perform all duties incident to the position of Executive Director including those contained in the Executive Director's contract and such other duties as may be prescribed from time to time by the Board.

Section 32. Staff. All other District staff shall be employed by the Board upon the recommendation of the Executive Director.

VIII. POLICIES AND ADMINISTRATION

Section 33. Policy Based Governance. The Board shall adopt and revise administrative policies by which the Executive Director shall conduct the affairs of the District. These policies shall be available to the public.

IX. CORPORATE SEAL

Section 34. Form. The corporate seal of the District shall be in the form of a circle and shall have inscribed the words "Fort Collins Regional Library District," and the words "Seal," "Colorado."

X. FISCAL YEAR

Section 35. The fiscal year of the District shall begin on the first day of January of each year and shall end on the 31st day of December, of each year.

XI. AMENDMENTS TO BYLAWS AND POLICIES

Section 36. Amendment by Vote. Bylaws and administrative policies may be altered, amended or repealed on first reading if all Trustees are present and the vote is unanimous. If all Trustees are not present or the vote is not unanimous, the bylaw or policy change will be presented at the next regular meeting of the Board when it can be added, altered, amended or repealed by a simple majority of a quorum of the Board present and voting.

Section 37. Notice Proposed Amendment. Notice of proposed bylaw or policy changes must be in written form and received by all Trustees at least five (5) days prior to the first reading.

Section 38. Automatic Amendment. These bylaws shall at all times conform to the Library Law as such Law may be revised from time to time. Such amendments as may be necessary to affect such conformation shall be automatic and these bylaws shall be updated from time to time by the act of the Board to reflect such statutorily mandated automatic amendments.

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Adopted this 7th day of January, 2008 by the Board of Trustees.


Secretary

APPENDIX 14 GIFT/SPONSORSHIP/PARTNERSHIP POLICY

The Poudre River Public Library District welcomes sponsorship from local business, corporations, families and individuals to support the Library through the establishment of sponsorships that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance events, programs, activities and services to the community. The Board of Trustees of the Poudre River Public Library District believes that libraries play an essential role in the quality of life of our citizens and in this important function, the library is supported through public funding and is supplemented by sponsorships. Sponsorships must not undermine the integrity of the non-commercial public space that the Library provides.

Definitions

A. Partner: An institution, organization, business or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to and in support of the missions of both the Library and the partner and without the exchange of money.

B. Partnership: Institutions, organizations, businesses or individuals, working together in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.

C. Sponsor: An institution, organization, business or individual who financially contributes to the Library in support of a collection, service or program.

D. Sponsorship: A sponsorship is a mutually beneficial business exchange between the Library District and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific programs, event, service or activity being sponsored. Tax receipts are not issued for funds, products or in-kind services made to the Library. Sponsorships do not imply Library endorsement of the sponsor's product or service.

E. Donations: A philanthropic gift or donation is an arrangement where a donor contributes cash and/or in-kind goods or services to the Library without expectation or requirement of a reciprocal benefit.

Guiding Principles

The following principles will guide the Poudre River Public Library District in the solicitation and acceptance of gifts, grants or support to enhance or develop library

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programs and services:

- All gifts, grants and/or support must further the library's mission, goals, service objectives and priorities. They must not drive the library's agenda or priorities.
- All gifts, grants and/or support must safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.
- Gifts of books or other library materials will be accepted in accordance with the terms outlined in the FCRLD Collection Development Policy.
- Gifts of used books are to be made through the Fort Collins Friends of the Library (a 501(c)3 organization).
- Donations to the Library District endowment fund are to be made through the Fort Collins Library Trust (a 501(c)3 organization). The Trust can also receive property of significant value, such as real estate or securities, planned gifts, such as willed donations, bequests or endowments.
- Sponsorships are pursued if the Library District determines that an association between the potential sponsor and the Library is suitable and will positively affect the public image that the Library has established in the community.
- The Library will not seek or accept sponsorships for programs, events, services or activities involving or targeted to children from companies whose products cannot legally be sold or distributed to children or from companies whose products are inappropriate for use by children;
- The Library will not allow direct marketing of products to children, except where relevant educational material is promoted in conjunction with programs and /or used as incentive prizes for Summer Reading Program.
- Any public use of the name and/or logo of the Library District, its Trust or Friends and other affiliated organizations, branches, special collections, resource collections, special services, programs, and departments, must be approved by the Executive Director and/or Communications Manager.

Third Party Fundraising

The Library welcomes and encourages fundraising efforts by other organizations and citizen groups, where it feels that they fit the Library's missions and objectives. In order to co-ordinate a variety of fundraising efforts and avoid duplication, the Executive Director and/or Communications Manager must be informed of all proposed fundraising

initiatives.

Definition

The Library defines fundraising as a project undertaken by any individual, affiliated group or organization, for the purpose of raising funds for, or on behalf of, the Library. This policy covers any project:

- A. That will require the use of Library resources, including staff time, rooms, equipment and images that belong to the Library; and/or
- B. That will be targeted at an audience outside the existing membership of the group that wishes to undertake the project.

Works of Art

The Board of Trustees reserves the right to determine the location and display of art work. The Board may request that art work be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the art work to the Library District will be required. The Board may also request evidence of provenance and present title of the art work from the donor. At the discretion of the Board, plaques may be installed at or near large works of art. The Library reserves the right to choose the wording, size, location, and style of the plaque. The donor must prove ownership and authenticity of the art work.

Recognition and Acknowledgement

The library will ensure that each sponsor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition for sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgment will be developed by the Communications Manager to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at over \$500, the library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the library's discretion:

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- Launch of a special program or media campaign to announce the gift.
- Sponsor's name on promotional materials.
- Small standardized plaques may be placed on donated furniture or equipment.
- Library bookplates.

In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the library.

The partner organization has marketing rights to promote their involvement with Poudre River Public Library District for the duration of the sponsorship agreement subject to the provisions of this policy. Sponsorships do not imply endorsement of products by the Library District.

Approval

- All gifts, grants or in-kind support given with special requirements must be approved by the Executive Director. The solicitation of gifts, grants or in-kind support by library staff valued at over \$1,000 must receive prior approval of the Executive Director. All gifts valued at \$5,000 or more must be accepted by resolution through the Poudre River Public Library District Board of Trustees.
- The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.
- Gifts may serve to honor or memorialize a donor, family member, or friend, and at the same time will contribute to the cultural enrichment of the community.
- Sponsorship agreements of \$5,000 or more must be confirmed by a written Sponsorship Agreement signed by both parties. Sponsorship Agreement will outline the benefits, roles and responsibilities, fees, duration and other agreed terms of the sponsorship arrangement.

Authority for Implementation

- The Library District reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with library management. All details as to design of programs and allocation of resources for will also reside with library management.

(Adopted 12/1/08)