

CROOK COUNTY PUBLIC LIBRARY SYSTEM

LIBRARY USE POLICIES

JUNE 2, 2015

PROPOSED

CROOK COUNTY PUBLIC LIBRARY SYSTEM –

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PROPOSED

DEFINITIONS –

Branch Manager – head librarian at each Library within the CCPLS

Crook County Library Foundation - CCLF

Crook County Public Library System – CCPLS - also used as Library

County Librarian – director of all libraries within the county

Friends of the Library – FOL

Library – any or all of the libraries within Crook County also as CCPLS

Partnership events – a Partnership event is one that is held in conjunction with another entity. Such as – school or college, museum, artist, etc.

Wyoming Library Database – WYLD

GENERAL INFORMATION

Adopted (date) by the Crook County Library Board of Directors pursuant to W.S. 18-7-105 (a) and 16-3-101 et seq.

Our commitment is to:

- ❖ Provide free and easy access to the printed word, information and cultural enhancement;
- ❖ Promote reading and literacy for children and adults;
- ❖ Offer a dynamic, current, pertinent and uncensored collection of materials in a variety of formats;
- ❖ Maintain high quality customer service;
- ❖ Strengthen the Library by developing, maintaining and sharing resources in a responsible manner;
- ❖ Be a focal point for access to information, self-improvement, social interaction, cultural exposure and leisure;
- ❖ Remain committed to continually utilizing technology;
- ❖ Provide appropriate facilities to meet the needs of all people of Crook County;
- ❖ Promote the services of the Library.

DONATIONS & GIFTS

The Crook County Public Library System acknowledges the great importance of private gifts and donations to the Library's development and growth. Such gifts take many forms, come from various sources, and are made for a variety of purposes. This policy should guide prompt, consistent and appropriate response to gift and donation offers. All designated gifts valued over \$10 with an identified donor shall be acknowledged.

Donors need to specify at the time of the donation, that if the item were ever sold would the proceeds go to the Library Foundation, Friends of the Library or Library to be used to benefit the libraries.

Gifts to the Crook County Public Library Foundation or its public library endowment fund are gifts to a public 501(c)(3) tax-exempt organization. The Library does not acknowledge those generally, though, acknowledgement should come from the Foundation.

1. Donations may be accepted by the CCPLS. The donor relinquishes all rights to the donation. The donation becomes the property of the CCPLS and may be added to the permanent collection or disposed of as the Library determines appropriate.

I. Kinds of Gifts

ART - i. An acquisitions committee composed of at least one Library board member, the County Librarian or staff representative, and two lay people with an interest and/or background in art will review the items for acceptance. ii. Gifts and loans of original art shall be accepted by the CCPLS if the donor agrees to the forms and conditions (see forms at end of policies). iii. The Library reserves the right to withdraw or return donations of art, contacting the donor where feasible. If donors cannot be located, items will be offered for public sale.

BOOKS AND MATERIALS - i. The items donated to the Friends of the Library are made available to the Library to add to the collection, if suitable. Materials not added to the collection cannot be returned to the donor and may be offered for sale. ii. The Library does not appraise gifts. A tax receipt form with general price guidelines, signed by the president of the FOL, to be completed by the donor, will be provided. If the donor places a value of \$250 or more on donated materials, either a book sale committee member or a Library supervisor must confirm the gift in person. iii. Any collections donated must meet the requirements of the Library's collection development policy in order to be added to the collection. iv. Materials given in memory or honor of an individual will be subject to the Library's collection development policy. (see page 12)

Cash - Cash donations may be used for special projects or general operations. Donors who make cash contributions will be given receipts immediately. The donor can specify to which project and/or which Library it shall be used for. Receipts are given to donors when they donate \$1.00 or more.

EQUIPMENT - Equipment donations may be accepted after considering need, space, supplies, training required, staff time to service, and maintenance costs.

LANDSCAPING - Gifts of landscaping are accepted based on the appropriateness of the proposed gift to the building landscaping.

MEMORIALS - Any gift may be given to the Library as a memorial. The gift is subject to the Library's gift and collection development policies.

PLANNED GIVING - Individuals desiring to make a gift of money, real estate, securities, or personal property to the CCPLS, as a part of their estate planning, may do so by making the gift in the name of the CCPLS with the expressed condition that the funds or property be used exclusively for the benefit of the CCPLS. The Library will accept such gifts subject to provisions stated elsewhere in this section.

GIFT SOLICITATION - Use of the Library's name for gift solicitation may only be used with the express permission of the Library Board of Directors.

TAX DEDUCTIONS - All donations to the CCPLS are tax deductible under Internal Revenue Service guidelines. The Library does not appraise or value gifts in kind or non-cash gifts. For recognition purposes, the Library will accept a credible third party valuation supplied by the donor. Donors should consult with their tax advisors in order to obtain the best possible tax recognition for their gifts to the Library.

GIFTS RECOGNITION - From this point forward, CCPLS will no longer place plaques or nameplates on furniture, shelving, equipment, or walls. Instead, the Library shall acknowledge and record gifts valued at over \$250 in a remembrance book.

SPONSORSHIPS - The Library welcomes sponsorship of programs, projects and events from individuals and groups. The board and county librarian must approve sponsorships. In assessing the suitability of soliciting or accepting a potential sponsor, the board considers the public image of the sponsor, its line of business, and all of its products and services. Sponsorships are pursued if the board 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.

A. Public recognition of the sponsor may include: i. Displaying the sponsor's name and logo on promotional materials for the sponsored program or service. ii. Announcing the sponsorship at the beginning of a program. iii. Submitting a press release to local media.

BROCHURES/PAMPHLETS/POSTERS, NON-LIBRARY MATERIAL

1. Library staff must approve any item posted on the bulletin board, subject to the County Librarian's review.
2. Brochures/pamphlets/posters for non-library sponsored events, programs, or information dissemination may be accepted at any Library. Library staff will place item as space permits. The Library has the authority to dispose of the materials, as the Branch Librarian deems necessary.

BICYCLE, SCOOTER, SKATEBOARD, ROLLER SKATE, ROLLER BLADE

Every person operating a bicycle, scooter, skateboard, roller skates or roller blades upon the sidewalks, concrete platforms, parking lot or curbing on Library property (the area within the sidewalk boundaries and parking lots) shall dismount and push such bicycle or scooter, or pick up and carry such skateboard, or remove and carry such roller skates or roller blades. Their use is prohibited inside of any Library building. Persons found in violation shall be notified that their actions are prohibited and may be asked to leave Library property. Further violation may result in the Library pursuing legal action against the person in violation.

CELL PHONES

Please put phones on vibrate when entering the Library. Please go outside to use your phone if possible or a designated area. If you are disturbing others by talking on your cell phone you will be asked to go outside with it.

CODE OF CONDUCT

The Board of Directors endorses the following code of conduct, as it will be presented to patrons, staff and volunteers:

It is the purpose of the CCPLS to provide free, open and equal access to ideas and information to all members of the community. To accomplish this purpose, a code of conduct is provided to assist staff, volunteers and patrons in promoting safe, healthy and barrier-free access to all the resources and facilities the Library system has to offer. The code is designed to foster an atmosphere of mutual respect and courtesy and applies to all patrons, volunteers and staff while on the Library system properties.

Library patrons, staff and volunteers are asked to respect the rights and property of others, to follow the laws set forth in the Wyoming Statutes, and to refrain from conduct that disrupts the Library, endangers themselves or others, interferes with the Library business of other patrons or staff, or is illegal. This may include any activity that results in damage or disruption of Library equipment or services.

A patron who is disruptive will be notified that the behavior is inappropriate and they could be asked to leave. If the behavior continues, the patron will be asked to leave the Library property. If the patron refuses to leave, local law enforcement officials will be called. Disruptive behavior on the part of a Library patron may result in the denial of the individual's access to the Library and its services.

WHILE AT THE LIBRARY, YOU ARE ENCOURAGED TO:

1. Ask the staff for help. Let the staff know when you are unable to find what you need so they can try to get the information for you. This also helps the Library know what needs to be added to the collection.
2. Inform the staff if you need accommodation or if assistance is needed for your full use of Library services.
3. Explore new ideas and interests by attending Library programs.
4. Be responsible for the safety, well-being, and conduct of children in your care.
5. Cooperate with the requests of Library staff.

6. Turn cellular phones on vibrate and/or silent when attending a Library sponsored program.
7. Keep your personal belongings in your control at all times. The Library is not responsible for lost or stolen items.

WHILE AT THE LIBRARY, THE FOLLOWING IS PROHIBITED:

1. Behavior that is unsafe or disturbing to patrons, volunteers or staff such as using offensive language, loud talking, shouting, screaming, children crying or making other loud noises, pushing, running, shoving, throwing things, or other disruptive behavior.
2. Verbally or physically harassing or threatening patrons, volunteers or staff. Harassment may include, but is not limited to: initiating unwanted conversation; impeding access to or within the building; or other actions that an individual reasonably perceives to be hostile, threatening, intrusive or offensive.
3. Abandoning, or leaving unattended, children or other persons in need of supervision. Law enforcement and/or family services may be contacted to assist staff and care for your children, if necessary.

a. **Children fifteen (15) years of age and younger who do not have transportation home at closing time** will be asked for contact information so that Library staff can contact a parent/guardian. The parent/guardian will be asked to pick up the child immediately and informed that future incidents may result, at the sole discretion of the Library, in a suspension of Library privileges for the child. **Under no circumstances will a staff member give a child a ride home or take the child outside the building to wait for a ride home. If the parents/caregiver cannot be contacted within a reasonable time (15 minutes), the staff may call the police for assistance.**

b. An up to date Library card is required substitute for emergency contact information.

4. Actions that damage Library property or the property of others.
5. Any behavior that is prohibited by law.
6. Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or staff.
7. Smoking, use of tobacco or tobacco products including e-cigarettes is prohibited. Use of alcohol, illegal drugs or illegal use of prescription medications is also prohibited.
8. Bringing animals, other than service animals, into the Library except as authorized by a Library manager. By Federal Law, employees may ask what services an animal provides.
9. Unauthorized entering of staff workspace and/or office.

10. Sleeping on Library property
11. Personal hygiene that is offensive so as to unduly interfere with another patron's use of the Library. You shall be required to leave the building.
12. Inappropriate dress, including no shirt or shoes.
13. Tampering with the arrangement of Library materials, which makes finding or using them difficult.
14. Use of radios, tape or CD players, or other personal listening or communication devices, at a level that can be heard by others.
15. Because of lack of outlets and concern for electrical overload, all appliances must be battery-powered and may not be plugged into Library outlets without staff approval.
16. Disruptive use of cellular phones or other electronic devices by patrons, volunteers, and staff. Cellular phones may be used for quiet short conversations. Employees will ask you to end your call if you are disrupting others with your conversation.
17. Skateboarding, skating, or loitering on Library property.
18. Adults using the children's/teen's section when they do not have a legitimate reason for being there. These designated reading areas, tables, and computers are intended for use by children or teens.
19. Use of Library computers for anything other than their intended purpose.
20. Blocking aisles or passageways so as to make it dangerous, difficult or impossible to walk through. This includes placement of cords for electricity to electronic equipment, such as laptop computers.
21. Standing anywhere that would block an entrance or an exit to seek signatures for petitions.
22. Leaving personal items unattended at any time.
23. Using public restrooms to bathe, shave, change/wash clothes or utensils.
24. Interfering with another patrons use of the Library or with Library staff performance of their duties
25. Individuals attempting to leave the building with materials that are not checked out in their possession or on their property are subject to criminal prosecution.

CHILDREN'S CODE OF CONDUCT (for Children 8 and under)

Let's work together!

The people who work in the Library will help you find things, learn something new and have fun.

GOOD LIBRARY BEHAVIOR MEANS THAT YOU WILL:

1. Ask for help when you need it.
2. Be kind and polite to everyone.
3. Speak in your indoor voice. Loud talking and noise makes it hard for those who need a quieter place.
4. Never climb on the Library bookshelves to get something. Please ask for help.
5. Keep your hands to yourself.
6. Walk and look where you are going.
7. Be alert to younger children playing in the area.
8. Take good care of books and other items that belong to the Library.
9. Practice your listening skills in story times and Library programs.
10. Do what staff asks you to do.

Note: This list is not all inclusive and other behaviors judged inappropriate by Library staff may be cause for consequences.

CONSEQUENCES OF MISCONDUCT FOR ALL PATRONS:

The County Librarian or staff will apply these rules in a fair and equitable manner for the benefit of all. If any of the information is unclear, please ask a member of the Library staff for clarification. The consequences of misconduct may be any of the following: verbal warning, eviction, loss of Library privileges, or prosecution to the full extent of the law. If the police are called, the offender may be cited; parents will be called or notified in writing in the case of a minor (less than 18 years of age). The Library reserves the right to inspect all bags, purses, briefcases, packs, and coats if there is reasonable suspicion that a patron placed something not checked out in any of the above items.

If a patron disagrees with action taken by staff they should discuss the matter with the local librarian that day, if that is not satisfactory then with the County Librarian that week and if that is not satisfactory they will need to get on the agenda of the next regularly scheduled board meeting to discuss the matter with the Board. The Board will hear from the patron

and staff before making a decision that will be final in the matter. Any patron that fails to follow this procedure will not receive any relief they request.

COLLECTION DEVELOPMENT

We adhere to the Library Bill of Rights and the American Freedom-to-Read Statement as to the basis of our materials selection policy. Within budget limitations, the best materials, which will be satisfactory to the clientele, will be selected according to the following criteria:

1. Basic criteria.
 - 1) Permanent value.
 - 2) Accurate information.
 - 3) Items of local interest.
 - 4) Social & timely significance.
 - 5) Price.
 - 6) Clear presentation and readability.
 - 7) Availability of material elsewhere – other libraries, inexpensive editions, etc.
 - 8) Balancing of special group interest with general demand.
 - 9) Inclusion of materials of doubtful value occasionally for their timeliness.
 - 10) As a policy, the Library does not purchase materials written to trade on a taste for sensationalism or which are purely pornographic. On the other hand, serious works, which present an honest aspect of some problems, or of life, are not necessarily excluded because of coarse language or frankness.

To ensure the needs of the community are being met and that the collections remain vital, the Friends of the Library shall sell Library materials withdrawn from the collection, if possible.

DISPLAY OPPORTUNITIES

1. The CCPLS allows displays by outside entities as space permits and if the Library is not utilizing the display space.
2. Approval for use of display cases and/or other displays in the Library is determined on a case-by-case basis.
3. Exhibits and displays may not contain dangerous or hazardous materials including but not limited to explosives, biological, or chemical material, any device that creates noise while on display, firearms, or perishable materials.
4. Although the CCPLS supports free speech and the First Amendment, exhibits may not include speech that is not constitutionally protected or material that would violate election

laws if the Library is being used for a polling place or within 100 yards of a polling place on election day.

5. Other items of exclusion are any items determined to be illegal or would pose a health threat to Library patrons and staff.

6. The CCPLS will take reasonable care to ensure the safety and security of items displayed, however the CCPLS has no insurance to cover loss, damage or theft. Exhibitors are encouraged to obtain insurance for items of value and will be required to sign a form releasing the Library from liability.

7. No Library display or loan will occur without entering into a written agreement.

8. Display or exhibit of items in the Library does not indicate endorsement of the issues, events, items, or services promoted by the displayed materials. Organizations that are denied the use of exhibit areas or display cases or that disagree with the County Librarian's decision regarding items to be displayed may appeal the decision to the Library Board.

EMERGENCIES AND DISASTERS

(Flooding, fire, electrical, heating or cooling, or weather)

The County Librarian or Branch Manager may close the Library within the CCPLS when, in his or her best judgment, conditions are such that they pose a safety risk or danger to staff and patrons. Branch managers will alert the County Librarian when conditions warrant closure. Conditions that warrant closure of the Library include those that endanger the health or safety of the staff or public. Staff members who are sent home will be paid for the remainder of their normal work shift.

If the building must be evacuated, the staff member in charge must ensure that all members of the public and staff have left the building. The building will then be secured to the extent possible (doors locked, lights off, etc.) based on the current situation. The County Librarian and law enforcement are to be informed of the evacuation and closure as quickly as it is safe to do so.

Staff should take care to ensure that children under the age of 16 have safe passage home if the Library must close. If a parent or guardian cannot be contacted, two staff members (or a staff member and volunteer) must stay with the child until transportation can be arranged. If possible, contact law enforcement.

Emergency kits, including basic first aid supplies, a flashlight and batteries, biological hazard gloves and masks, and a battery-operated radio, will be maintained at the each Library within the CCPLS. The kits will be checked monthly to ensure that all items are available and supplies are replenished as needed. In case of a disaster requiring shelter, e.g., tornado, flood, etc., staff should direct other staff and patrons to the nearest shelter.

In the event that inclement weather or other conditions make it unsafe to open the Library, the County Librarian or Emergency Management Coordinator will notify staff that they should not report to work or that the Library will open on a delayed schedule. Staff members who are notified that they should not report to work will receive their regular pay. Staff on sick or vacation leave during an emergency closure will have their time charged to those pay accounts. Depending on the exact nature of the emergency closure, key staff may be required to report to work. Failure to report to work when directed may result in disciplinary action. The County Librarian may also assign staff to work at different locations during times when the Library is closed.

Following any emergency, Branch Managers must assess any damage to their areas of operation and submit a report to the County Librarian. The County Librarian will provide a report on the emergency and what was done or needs to be done to the Crook County Library Board Chairman with an e-mail or phone call.

FAXING SERVICES

Faxing fees to be determined yearly by the Crook County Library Board

1. The CCPLS will provide faxing services for the public for a fee.
2. No international faxes.
3. Staff may refuse to fax materials.

FEES, LOAN PERIODS AND LIMITS GUIDELINES DOCUMENT TO GO ALONG WITH THIS

The CCPLS has, as its mission, the provision for free and open access to information in varied formats. However, there are limits to what can be provided with budgeted funds. The Crook County Library Board has determined that some services will be provided on a cost-recovery basis, passing the cost of these expanded series on to the user. Fees are established and charged when the service clearly benefits an individual user, prevents reuse of materials, or requires extraordinary staff time to provide, e.g., printouts from Library databases, meeting room use, proctoring exams.

Fees may also be established for supplemental services that are not within the scope of the Library's basic mission or to enhance a service that is provided as an alternative to an existing free service, such as postage for Library loans. Fees will be reviewed as established by the Crook County Library Board annually and a schedule of fees will be posted on the Library's Website and at each circulation desk.

You need a current Wyoming Library card to check out materials and equipment or renew materials, or place holds from any Wyoming Library.

For the fair, smooth operation of the Library and to make sure that materials and equipment are available in a timely fashion, the Board will establish fees, loan periods and limits annually after hearing from the County Librarian and branch managers.

1. Responsibility – In return for the right and privilege to use the Crook County Library, you are responsible for ensuring that books, material and other equipment are returned when due; to pay promptly all fines, fees, damages or losses charged against your Library card or the Library of any minor you have signed for a Library card; and to pay collection costs and fees incurred by the Library in obtaining payment of monies or the return of materials owed to the Library by the signee of the Library card.

2. Deposits and/or statement of responsibility – A deposit may be required for certain items before they may be checked out, and /or a written agreement may be obtained from the user before certain items are to be checked out. Each Library in the CCPLS is allowed using their discretion for this.

3. Renewals – Materials may be renewed via WYLD Cat through an Internet connection or over the phone during normal business hours

5. Overdue fees – For most materials, daily overdue fees per item are charged. E-readers, and carry overdue charges per day. Patrons are responsible for returning items when due. Patron will be notified by phone call, e-mail, or mail that materials or equipment are overdue. If unpaid fees are \$5.00 or more, staff must ask the patron to pay some of the fee. If the patron is unable to pay then a supervisor must be called to approve check out. If unpaid fees are \$20.00 or more, patrons will not be able to check material out of the Library.

6. Collection – When material or equipment is 30 days overdue, or damaged material, or equipment are not paid for within 30 days of demand by the Branch Librarian, the account shall be turned over to the County Attorney for collection and or prosecution. Any borrower with an account sent to the County Attorney will not be able to check out any material or equipment until the account is cleared.

7. Lost and damaged material or equipment – Patrons are responsible for all items checked out on their library card. The parent or guardian signing a minor's library card application form is responsible for all items checked out on the minor's card, even if the minor has reached the age of majority. The library cardholder is responsible for the replacement cost of any lost library material or equipment. (See LOST/DAMAGED MATERIALS POLICY)

8. Refunds – Refunds on deposits, etc. will be issued via check following the next regularly scheduled board meeting. If issued refund checks are not cashed or do not clear the bank within six (6) months of the issue date, the funds will be considered a donation to the Library.

9. Request Services – A request may be placed at any public desk or via WYLD Cat on any item in the Library's collection that is checked out. A fee is charged to the patron's library card for each request that is not picked up.

10. Interlibrary Loans – Materials that are not owned by CCPLS may be borrowed from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). A fee will be charged for ILL requests. Requests may be placed via WYLD Cat or the public desk in any branch. Fees charged by the loaning Library are the responsibility of the borrower. A fee is charged to the borrower for each request that is not picked up. Overdue fines are per day for items borrowed from the University of Wyoming or libraries located outside Wyoming. Overdue fines for items borrowed from libraries within Wyoming are per day. The limit of total outstanding requests and checked out interlibrary loan materials will be limited, excluding magazine and journal articles. These fees are set by the lending Library and may be enforced by the CCPLCS and County Attorney.

11. Copyright Law – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of Library materials, which are copyrighted. The person making the copy is responsible for any copyright infringement.

FORMS

The CCPL Board may prepare and approve any forms necessary to carry out these policies.

HOURS OF OPERATION

Hours of operation will be established to best meet the needs of the community while taking into consideration financial issues. The Crook County Library Board with input from the County Librarian will establish hours of operation of each library. The hours of operations will be posted on their doors and on the website.

INTERNET/COMPUTER USAGE

To assist patrons in the use and understanding of the Internet, the Library provides users with the following policy:

1. The primary purpose of Internet connectivity is to provide access for all Crook County residents to other computer systems throughout the world for information, research and entertainment appropriate to a public place.
2. Some of the most current and up-to-date sources of information today are only available via the Internet.
3. The CCPLS supports intellectual freedom.
4. Unlawful use of the Internet is prohibited.

5. As with any other sources of information, the accuracy of the information should be evaluated as to its source of authority.
6. To foster an atmosphere of mutual respect and courtesy, the CCPLS Code of Conduct will be enforced in the computer room and computer areas as it is on all Library property. Library staff will enforce policies prohibiting the viewing of Internet sites that are inappropriate for a public place.
7. Filtering is used to block sites that are illegal or inappropriate for a public place. The categories listed next are the headings used by the filtering software company. Sites blocked include, but are not limited to, gambling, child pornography/child abuse (sites showing children being abused), malicious code viruses, pornography/adult content, and spyware, malware or any item that might damage county Library property.
8. Filtering software is not foolproof. Sites that fall under the above categories may occasionally and inadvertently be accessible on CCPLS computers.
9. Parents/guardians concerned with their child's access to the Internet must accompany their child to the Library to ensure their parental right to censor information is enforced. Library staff assumes no responsibility for children's use of Library computers and the Internet. **Patrons are advised to supervise their children's Internet sessions. Internet filters are not perfect and do not filter 100% of web sites that contain obscene material.**
10. Parents are encouraged to educate their children concerning safety and security when using the Internet.
11. The Library is not responsible for any liability that may occur as a result of the disclosure of any personal information over its public computers and network.
12. No private files may be stored on the Library computers, and any files left on the computers will be deleted.
13. Files may be downloaded to portable storage devices or printed to designated printers. Patrons who download files are responsible for verifying that the files are free of computer viruses. Charges for printing will be established yearly by the Crook County Library Board.
14. The Library is not responsible for any damage to personal devices or to the files downloaded to personal devices or file storage media.
15. By logging on to the Internet, patrons agree to abide by the Library policy on public use of computers.
16. Users, including minors, are advised not to share personal identification information to unknown or otherwise unverified sources via electronic communications.

17. It is unacceptable to use a high bandwidth program, which results in slowing others' access to the Internet and you will be asked to discontinue use of that program.

18. The computers in the Library may not be available at times due to upgrades, power outages, closure due to weather or other issues out of the Library's control.

Inappropriate Use of Library Computers:

As there are people of varying ages, backgrounds and interests using the Library, it is inappropriate to use Library computers to view obscene material. Any patron who views these materials will be asked to close all inappropriate web sites and cease viewing such sites from Library computers. Any repeat offense will be grounds for suspension of Internet and/or Library privileges. It is unlawful to view child pornography as well as other material that is harmful to juveniles in violation of Federal, State or local laws. All adults are legally required to report abuse and neglect of children to law enforcement or the Department of Family Services pursuant to W.S. 14-3-205.

Any suspected abuse, neglect, or criminal activity using Library computers shall be immediately reported to law enforcement upon discovery by staff.

Wi-Fi Internet Policy

The CCPLS offers wireless Internet connectivity at all the libraries for patrons who have an Internet capable device. The Library has no control over information accessed through the Internet and cannot be held responsible for its content. If Library staff believes a person's use of the network is detrimental to transmission speeds, that person shall be asked to cease use. It is inappropriate to view obscene material using a Library Internet connection. Any patron who views these materials will be asked to close all inappropriate web sites. Any repeat offense will be grounds for suspension of Internet and/or Library privileges. It is unlawful to view child pornography as well as other material that is harmful to juveniles in violation of Federal, State and local laws. **Any suspected abuse, neglect, harassment or criminal activity using a Library Internet connection shall be immediately reported to law enforcement. Patrons agree to abide by policies and rules governing the use of a Library Internet connection.**

LCD PROJECTOR

1. The portable LCD projector is to be used only in the Library and may not be checked out.

LIBRARY BILL OF RIGHTS

CCPLS adheres to the tenets of the Library Bill of Rights as adopted by the American Library Association.

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit space 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.

LIBRARY CARDS

1. A Library card is your account with the Library. You need your Library card to check out or renew items, place holds, and to access public computers that have Internet, databases and software.
2. Through signature on and use of the CCPLS card issued under these policies the signer understands, acknowledges and agrees to be bound by the policies of the CCPLS. The signer further understands that the policies of the CCPLS are subject to change and agrees that in exchange for the consideration of the use of the issued Library card, the signer will be bound by any policies issued by the CCPLS.
3. Notice of changes to the CCPLS policies will be provided as required under Wyoming law. Copies of the policies are available at a service point in any CCPLS facility.
4. Responsibility – In return for the right and privilege to use the Crook County Libraries, you are responsible for ensuring that books and other items are returned when due; to pay promptly all fines, fees, damages or losses charged against your Library card account or the Library account of any minor you have signed for a Library card account; and to pay collection costs and fees incurred by the Library in obtaining payment of monies or the return of materials owed to the Library by the signee of the Library card.
5. The following items describe Library card privilege levels and what is required to get a Library card.

a. Adult card

- i. You must be at least 18 years of age.
- ii. You must supply full identification with photo and physical and mailing address.
- iii. Identification must be one of the following: driver's license (any state); any state identification card that is issued by a Department of Motor Vehicles; military ID (either enlisted or dependents); passport; or birth certificate and original Social Security card for individuals with no picture ID.
- iv. All cardholders shall provide current email address.

b. Minor card

- i. A parent or guardian must be present and must sign the Library card. The minor will also have a space on the Library card for them to sign their name. The minor must be under 18 years of age and the parent or guardian must supply full identification/proof of address as stated above.
- ii. Must provide emergency contact information other than parents or guardians names and phone numbers.

c. Non-resident card

- i. Persons staying in Crook County temporarily are eligible for obtaining a non-resident card for a refundable fee, if there are not fines or fees owed.
- ii. Must provide address for housing and for employment along with phone number and e-mail of both.

6. A patron's first Library card is issued at no charge. (See replacement policy).

7. Since the age of majority (adulthood) for the State of Wyoming is 18 years of age this means parents or legal guardians are responsible for their minor's Library card account. This obligation of the parent or guardian does not expire until the minor obtains his or her own Library card. The parent or guardian is still liable for any obligation incurred by a minor that remains due when the minor becomes an adult.

8. If a patron presents a Library card from CCPLS and is unable to check out a material type due to restrictions or privilege level, they may not use a card from another WYLD Library to circumvent CCPLS policies.

9. Lost or Stolen Library Cards – You are responsible for all materials or equipment checked out on your Library card up to the date the Crook County Library receives written notice that the card was lost or stolen. Written notification may be given via email to

crookcountylib@rangeweb.net ,U. S. Postal Service or delivered in person to the checkout Desk. To report a missing card: Call the CROOK COUNTY PUBLIC LIBRARY at (307) 283-1008.

10. Replacement Library Cards – The patron must complete a replacement Library card application and a photo ID and the information set forth above for a new card is required. A fee will be charged to replace a stolen, lost or damaged Library card.

LIBRARY CARD USAGE

1. Your CCPLS card provides a single point of management for a library-wide self-serve transaction system that enables you to:

- a. Check out items
- b. Place holds on items

TERMS AND CONDITIONS:

1. Your CCPLS card and privileges are non-transferable.
2. When there has been no use of your CCPLS card for a period of five (5) years, your account will automatically be closed.

LIMITED PUBLIC FORUM

The CCPLS maintains a limited public forum, the primary function of which is the promotion of and carrying out of the fundamental functions of the Library's mission and purpose. Policies relating to public use of Library facilities may be modified, interpreted and employed to carry out these purposes. Regardless of any policy expressed herein, the Crook County Library Board and/or the County Librarian reserve the right to control and restrict the use of Library spaces and facilities in any manner consistent with the Library's mission, goals and purpose and as set forth in W. S. 6-6-301, (et. Seq. Unlawful conduct within Government Facilities).

LOST: NON-RETURNED/DAMAGED ITEMS -

1. AUDIO BOOKS (non-returned part): If a patron has lost or damaged an individual tape, DVD or CD in an audio book set and the individual tape, DVD or CD can be replaced:
 - a. The patron will be charged the replacement cost and a processing fee.
 - b. The patron may keep the individual damaged tape, DVD or CD if desired.
2. BOOK with a CASSETTE, DVD or CD in a set (both those in plastic bags and those with CD or DVD in the back of the book): If a patron loses or damages one part in a book with a cassette or CD or DVD in a set and that part cannot be replaced:

a. The patron will pay 100% of the total cost of the set for a lost or damaged cassette, DVD, CD or book and a processing fee if:

i. the entire set for a damaged item is returned to the Library or

ii. the rest of the set for a non-returned item is returned to the Library.

b. If the patron wants to keep the damaged part of a set, they will pay the total cost of the set and a processing fee. They may keep the entire set.

c. If the patron wants to keep the rest of the set with a lost part, they will pay the total cost of the set and a processing fee.

3. OTHER AV MATERIALS (damaged):

a. If the patron returns any other damaged AV item, they will pay 100% of the cost of the item and a processing fee and the Library will retain the item.

b. If the patron wants to keep the damaged item, they will pay the full price of the item plus the processing fee.

c. Patrons may bring in an exact copy of the damaged item, keep the damaged item if desired and pay a processing fee.

d. If the Library is unable to replace a single damaged disc in a DVD, or CD set the patron is responsible for the cost of the entire set and a processing fee.

e. Damaged booklets will be a charge plus a processing fee.

4. ALL OTHER AV MATERIALS (non-returned):

a. If the patron does not return an AV item, they will pay the full price of the item plus the processing fee.

b. Patrons may bring in an exact copy of the lost item and pay a processing fee.

c. If the patron does not return a booklet, the charge will be replacement fee plus processing fee.

d. If the Library is unable to replace an item other than a booklet in a DVD, video game or CD set the patron is responsible for the cost of the entire set plus a processing fee.

6. ALL OTHER MATERIALS (damaged):

a. If the patron returns any other type of damaged item, they will pay 100% of the cost of the item and a processing fee and the Library will retain the item.

b. If the patron wants to keep the damaged item, they will pay the full price of the item plus the processing fee.

c. If the patron damages a booklet, the charge will be replacement fee plus processing fee.

d. Patrons may bring in an exact copy of the damaged item, keep the damaged item if desired and pay a processing fee.

7. ALL OTHER MATERIALS):

a. If the patron does not return an item, they will pay the full price of the item plus the processing fee.

b. Patrons may bring in an exact copy of the non-returned item and pay a processing fee.

8. EQUIPMENT (lost or damaged):

a. If the patron does not return equipment, they will pay the full price of the equipment.

b. If the patron damaged equipment and it is not repairable, they will pay the full price of the equipment.

c. If the patron damages equipment and it can be repaired to full and complete use as well as look close to new, they will pay the cost for repairs.

9. The patron is responsible for paying any overdue fees associated with the check out of any lost or damaged item.

Guidelines for Determining Damage:

Fees for damaged materials will be charged when the condition of an item makes it unsuitable to be returned to the collection. Individual standards for readability vary.

Normal wear and tear or minor damage is to be expected as items circulate. This includes:

- AV bags or plastic cassette pouch book falling from case
- CD, DVD, video or cassette case
- endpapers marked
- frayed edges
- loose contact paper or spines
- missing magazine back cover or insert
- missing barcodes or labels
- paper dust jacket torn/marked
- plastic jackets torn/marked/missing

- pocket torn/marked/missing
- tears on spine channel
- torn pages
- torn plastic covers

Examples of major damage that require withdrawal of materials:

- animal chews
- liquid damage
- pages stuck together
- extensive marking/comments
- pages marked/burned/missing/swollen/mildewed/odoriferous

MEETING ROOM ACCESS, PUBLIC

Policies for meeting rooms for Moorcroft and Sundance only. There are no meeting rooms in the Hulett Library.

Access to the Library's meeting rooms is provided under the following guidelines for county facilities and in compliance with seating limitations for each room. The use of any Library meeting room, Library facility, grounds and/or tables and chairs shall be reserved in advance with the Moorcroft Library or Crook County Library on a first come-first served basis. Reservations may be made during normal business hours of each Library.

The use of any county facility will be subject to the following rules and regulations:

Crook County Public Library System, Friends of the Library groups, and the Crook County Board and Foundation activities take precedence over all other uses.

1. No alcoholic beverages may be served. Any type of tobacco use is not permitted. Use of illegal drugs or illegal use of prescription medications is not permitted. Possession of any weapon except by law enforcement within the buildings is not permitted.
2. Only governmental, non-profit organizations or families shall use the meeting rooms.
3. A fee and a security deposit will be charged for using the meeting rooms. (See guideline's schedule for current fee amount). The deposit shall be paid in advance of use otherwise cancellations will result. All who is using the meeting rooms will be held responsible for any damage to rooms or contents. Each group shall be responsible for setting up and cleaning up after use. Rooms must be left in a neat and orderly condition. Additional charges may occur if the meeting room space is not cleaned up after use.
4. A fee is not required when used for funeral gatherings.

5. Trash must be taken to the dumpsters.
6. To use the meeting rooms, the person responsible for the group must complete an application. Applications are used to ensure that groups comply with Library policies.
7. Permission to use the Library's meeting facilities does not constitute an endorsement by the Library for a group's product, service or program. In issuing any publicity, groups may not infer that their programs are sponsored, co-sponsored or approved by CCPLS.
8. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the CCPLS Code of Conduct, meeting room policy or other relevant Library policy or the needs and the functions of the Library.
9. The stove in the Moorcroft Library shall not be used during any meeting. Using the stove may result in a fee and suspension of all kitchen privileges for a period of one year.
10. If the room and/or kitchen are not left in a clean and orderly condition, a cleanup fee will be charged. The cost of repair and/or replacement for excessive damage to room, damage to equipment or cleaning of carpet stains may be charged to the group.
11. The County Librarian is authorized to deny use of the Library meeting rooms to any group that is disorderly or violates these regulations.
12. Any group wishing to use the meeting room will be asked to have a representative read the Meeting Room Policy and ascertain that their group meets necessary criteria.
13. Users shall lock the doors and return key before leaving premises.
14. The Crook County Library Board of Trustees reserves the right to waive any of the above regulations.
15. *The Crook County Public Library System has the right to refuse any user the use of any Library meeting room*

SPECIAL SERVICES AND FEES:

1. Coffee pots are available. The group using the kitchen must provide all other supplies. The Library does not provide disposable items such as markers, pens, paper, cups, napkins, or refreshments (such as coffee, tea, or punch).

Note: If two meetings are going on at the same time, the kitchen may be shared.

2. If you are using your own electronic equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance may be provided. Staff will not be able to touch your computer equipment.
 - a. If you need Wi-Fi, you will need to find out during regular business hours what you will need to connect to it.

MEETING ROOMS, BEFORE LIBRARY IS OPEN AND AFTER LIBRARY IS CLOSED

1. All meeting room policies apply for meeting room usage before the Library is open and after the Library is closed.
2. You are responsible for reserving use of the meeting rooms during regular Library hours.

MINORS IN LIBRARY WITH A GROUP

Minors who are in the Library with a group will be the responsibility of the adult(s) who brought the group to the Library.

PARKING

1. Limited parking is available at each Library.
2. Long term parking is prohibited.
3. Vehicles found to be in violation of this policy may be towed at the owner's expense.

PET & RELIEF AREA

Assistant Animals are allowed in all public libraries in Crook County. Staff has the right to ask what assistance the animal is being used for. A Pet Relief Area is not provided for pets and Owners must leash their pets within the CCPLS buildings and grounds. Owners must clean up after their pets, disposing of waste in a proper outside receptacle.

PHOTOCOPYING

The CCPLS provides a photocopier for public use, primarily to facilitate patron use of non-circulating materials such as reference books, magazines, newspapers, and local history materials. The Crook County Library Board establishes fees for the copier. Fees are reviewed annually.

Photocopiers are self-service and, with the exception of assisting disabled patrons, staff is not available to make copies. When assisting with the copier, staff will not knowingly violate copyright law. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials subject to copyright.

Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

PROCTORING EXAMS

As part of its mission to support lifelong learning the CCPLS provides proctoring services for students enrolled in distance education courses and for testing required for career

advancement. Exams may be on paper or online. The Library will provide monitoring but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Librarians and Library assistants will conduct the proctoring. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of his or her institution.

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available during regular Library hours, Monday through Friday. All proctoring must be completed no later than 30 minutes prior to Library closing. The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

It is the student's responsibility for everything concerning their exam. The student is responsible for providing supplies, such as pencils, paper, Scantron forms, or blue books, which are not provided by the educational institution. The Library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The Library cannot assume responsibility for completed exams that are not received by the educational institution.

PROGRAM/EVENT PARTNERSHIP

Partnerships for programs and/or events held at any facility of the CCPLS will support our mission by providing programs and events that contribute to lifelong learning and cultural exposure.

1. CCPLS programs and events have first priority and take precedence over all partnerships.
2. All partnership proposals, which are not solicited by the CCPLS, must be submitted to the County Librarian for approval.
3. Partnership proposals will be selected/denied by CCPLS.
4. Ideas presented at programs and events at the Library do not constitute endorsement by CCPLS.
5. Events at the Library are open to the public and free of charge. The County Librarian or Crook County Library Board may consider exceptions.

6. Partners will comply with the Library Code of Conduct and Meeting Room guidelines.

PUBLIC ACCESS TO RECORDS POLICY

Public access to and inspection of records kept by the Crook County Public Library System shall be accomplished in accordance with the Wyoming Public Records Act, Wyoming Statute 16-4-201 et seq.

Procedure

1. Patron privacy will be protected in compliance with W. S. 16-4-203 (d) (ix) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law:
 - a. W.S. 16-4-203 (d) (ix) Library patron transaction and registration records except as required for administration of the Library or except as requested by a custodial parent or guardian to inspect the records of his minor child.
2. All new employees will sign a “confidentiality of patron privacy” agreement at time of hire.
3. All requests for inspection of records shall be in writing to the County Librarian or designee.
4. The County Librarian shall notify the State Library and forward all pertinent papers to the State Library.
5. The County Librarian or designee will direct all requests with subpoenas, court orders, or search warrants to the County Attorney and to the State Library.
6. The State Library and the County Attorney will proceed with this matter and instruct the County Librarian on what they need to do.
7. No records may be removed from the Library for photocopying.
8. Any copies that need to be made on direction of the State Library and the County Attorney will have a fee. (See Guidelines for Fee Schedule)

REFERENCE AND INFORMATION SERVICES

The staff at CCPLS endeavors to provide accurate information and materials in response to requests from Library users in an efficient, courteous, and timely manner.

All requests for reference information are confidential. Reference staff may consult with one another when necessary to serve the patron or consult with staff at other libraries, agencies, and organizations. Questions are tallied for statistical purposes and may be compiled to assist in staff training. In all cases, patron confidentiality and privacy will be maintained.

REQUEST FOR RECONSIDERATION

If books or materials are questioned, the following procedures will be followed: Patron must complete and sign a "Request for Reconsideration Form" (Available at circulation desks).

The Library Board will review the "Request for Reconsideration" within ten (10) working days and, if necessary, appoint a committee to re-evaluate the questioned material.

Following the recommendation from the reconsideration committee, the Library Board will render a decision and communicate it to the patron.

SMOKING

1. All facilities, grounds and vehicles of the CCPLS are designated tobacco/smoke-free areas. The use of e-cigarettes is also prohibited. Signs stating the buildings are tobacco/smoke-free facilities will be placed at all entrances.

2. Employees who use tobacco may do so during their breaks in designated tobacco use areas assigned to them by the County Librarian or inside their own personal vehicles.

STORAGE

Storage of items at the Library will be limited to those of the Library and Library organizations.

THEFT

Law enforcement shall be notified of any person found stealing, attempting to steal or committing any other crime. A demand for civil restitution may be presented to the person found stealing or committing other crimes, but does not prohibit further civil or criminal action.

To protect the investment in Library materials made by taxpayers, as patrons leave the Library, staff may conduct random examinations of book bags, backpacks, briefcases, and other large containers brought into the Library. Staff may ask you to empty contents on a table, if theft is reasonably suspected. Any uncharged items will be returned to the circulation desk to be charged out. If staff believes that, due to the large volume of materials and/or value of materials, theft was intended, law enforcement will be immediately notified.

Signs indicating that personal items may be examined will be posted at the entrance and inside the Library.

TRESPASSING

CCPLS will prosecute anyone attempting to climb on the building without the permission of the County Librarian. Anyone trespassing or loitering on the grounds after operating hours are over may be prosecuted. Crook County Public Library System may have unauthorized vehicles parked on the grounds outside of operating hours towed at the owner's expense.