

Crook County Public Library System
serving Crook County since 1938.

LIBRARY-USE POLICIES

Revision dated September 2020

Mission Statement

The Crook County Public Library System enables the people of Crook County to cherish their history and expand their personal horizons, through free and easily accessible information and services.

TABLE OF CONTENTS

DEFINITIONS _____ 4

GENERAL INFORMATION _____ 5

DONATIONS & GIFTS _____ 5

BROCHURES/PAMPHLETS/POSTERS, NON-LIBRARY MATERIAL _____ 6

ELECTRONIC DEVICES _____ 6

CODE OF CONDUCT _____ 6

CODE OF CONDUCT DURING EXIGENT SITUATIONS _____ 9

COLLECTION DEVELOPMENT _____ 9

DISPLAY OPPORTUNITIES _____ 9

EMERGENCIES AND DISASTERS _____ 10

FAXING SERVICES _____ 11

FEES, LOAN PERIODS AND LIMITS _____ 11

HOURS OF OPERATION _____ 12

INTERNET/COMPUTER USAGE _____ 12

LCD PROJECTOR _____ 14

LIBRARY BILL OF RIGHTS _____ 14

LIBRARY CARDS _____ 14

LIBRARY CARD USAGE _____ 16

LOST: NON-RETURNED/DAMAGED ITEMS _____ 16

MEETING ROOM ACCESS, PUBLIC _____ 16

MEETING ROOM, BEFORE LIBRARY IS OPEN & AFTER LIBRARY IS CLOSED _ 18

MINORS IN LIBRARY WITH A GROUP _____ 18

PHOTOCOPYING _____ 18

PROCTORING EXAMS _____ 18

PROGRAM/EVENT PARTNERSHIP _____ 19

PUBLIC ACCESS TO RECORDS POLICY _____ 19

PATRON RECORDS _____ 19

REFERENCE AND INFORMATION SERVICES _____ 20

REQUEST FOR CONSIDERATION _____ 20

STORAGE _____ 20

THEFT _____ 20

TRESPASSING _____ 20

PROCEDURE FOR MAKING CHANGES TO LIBRARY-USE POLICIES _____ 21

DEFINITIONS

Branch Manager – head librarian at each library within the CCPLS

Crook County Library Foundation – CCLF

Crook County Public Library System – CCPLS

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 September 3, 2020 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.

Gifts to the Crook County Public Library should be made through the Crook County Library Foundation, which is a 501(c)(3) tax exempt organization.

Donations in the form of physical items (e.g. books, art) 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.

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.

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, and may be 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.

ELECTRONIC DEVICES

Please put electronic devices 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 device 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. 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 buildings; 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 twelve (12)-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 with 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. Unauthorized entering of staff workspace and/or office.
9. 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.
10. Inappropriate dress, including no shirt or shoes.
11. 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.
12. 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.
13. 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.
14. Standing anywhere that would block an entrance or an exit to seek signatures for petitions.
15. Leaving personal items unattended at any time.
16. Interfering with another patrons use of the Library or with Library staff performance of their duties.
17. 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.

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 Library 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.

CODE OF CONDUCT DURING EXIGENT SITUATIONS

During exigent situations, such as a community or natural disaster, a public health crisis, or any similar emergency situation, the Library Director is authorized to institute any reasonable temporary code of conduct requirements as are appropriate to that situation. Failure to comply with such temporary measures may result in an individual being denied entry into the facility and/or a temporary loss of services.

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.
 - a) Permanent value.
 - b) Accurate information.
 - c) Items of local interest.
 - d) Social & timely significance.
 - e) Price.
 - f) Clear presentation and readability.
 - g) Availability of material elsewhere – other libraries, inexpensive editions, etc.
 - h) Balancing of special group interest with general demand.
 - i) Inclusion of books of doubtful value occasionally for their timeliness.
 - j) As a policy, the library does not purchase books 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.
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 12 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. The Crook County Library Board has determined that some services will be provided on a cost-recovery basis.

You need a current Library card from a Wyoming library 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 -- 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 card 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.

4. Overdue fees – For most materials, daily overdue fees per item are charged. 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.

5. Collection – When material or equipment is 45 days overdue, or damaged material, or equipment are not paid for within 45 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.

6. 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.

7. 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).

8. 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.

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. No computer filters are being used at CCPLS.
8. 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.**
9. Parents are encouraged to educate their children concerning safety and security when using the Internet.
10. 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.
11. No private files may be stored on the Library computers, and any files left on the computers will be deleted.
12. The Library is not responsible for any damage to personal devices or to the files downloaded to personal devices or file storage media.
13. Users, including minors, are advised not to share personal identification information to unknown or otherwise unverified sources via electronic communications.

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 computes 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:

LIBRARY CARDS

1. A Library card in your account with the Library. You need your Library card to check out or renew items, place holds.

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. 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 proof of physical and/or mailing address.

b. Minor card

i. A parent or guardian must sign the application for 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.

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. (if applicable).

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 crookcountydir@gmail.com, 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.

LOST: NON-RETURNED/DAMAGED ITEMS

Fees for damaged materials will be charged when the condition of an item makes it unsuitable to be returned to the collection

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. Any type of tobacco use is not permitted. Use of illegal drugs or illegal use of prescription medications is not permitted.
2. Only governmental or non-profit organizations shall use the meeting rooms free of charge.
3. A fee will be charged for using the meeting rooms. (See guideline's schedule for current fee amount). All who are 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. Trash must be taken to the dumpsters.

5. 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. 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.

6. 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.

7. 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.

8. 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.

9. The County Librarian is authorized to deny use of the Library meeting rooms to any group that is disorderly or violates these regulations.

10. Users shall lock the doors and return key before leaving premises.

11. The Crook County Library Board of Trustees reserves the right to waive any of the above regulations.

12. 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.

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.

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. 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

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. Students are responsible for determining whether the Library's level of supervision matches the requirements of his or her institution.

Exam proctoring is subject to the availability of staff and appropriate space. 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.

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. 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.

PATRON RECORDS

1. Patron privacy will be protected in compliance with W.S. 16-4-203(d): The custodian **of the records** 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 requests for inspection of records shall be in writing to the County Librarian or designee.
3. The County Librarian shall notify the State Library and forward all pertinent papers to the State Library.
4. 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.

5. The State Library and the County Attorney will proceed with this matter and instruct the County Librarian on what they need to do.
6. No records may be removed from the Library for photocopying.
7. 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.

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.

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.

PROCEDURE FOR MAKING CHANGES TO LIBRARY-USE POLICIES

1. Library-use policies will be reviewed by the Library Board annually
2. Motion by Library Board to approve any suggested changes and hold public meeting.
3. Advertise and hold 45-day Public Comment period.
4. Notice of public meeting in minutes on county website & on front doors of all libraries.
5. Public meeting at Library Board meeting to consider public comments and approve changes.
6. Revised Library-use Policies placed on file with county clerk and posted on County Website.

SIGNATURE PAGE

We, the undersigned members of the Crook County Library Board, adopt these revisions to the Library-Use Policies for the Crook County Public Library System.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date