

# HIGH PLAINS LIBRARY DISTRICT

## POLICY MANUAL

SEPTEMBER 16, 2024

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# DEFINITIONS

**Basis Documents.** These are the organization’s foundational documents such as mission, vision and values and principles. The structure of the policy manual is that documents of a “priority” nature, such as Basis Documents, Governance and Service areas appear first. All sections thereafter are alphabetical under major categories.

**Branch Library.** Branch libraries are distinguished from member libraries. Branch libraries are under the governance of the High Plains Library District Board and the Executive Director. See more about this in the Governance policy.

**District.** The official term is the High Plains Library District. The term “District” is used in different ways. It can refer to the administration and board of the Library District. It sometimes refers to the branches and outreach services. Or it can refer to all of the entities involved – administration, branches, outreach and member libraries. This is further described under the Governance and Service Areas policies.

**Limited public forum.** This is a legal concept. A public forum is a place that allows the free exercise of the right to speech, public debate and assembly. A *limited* public forum, such as libraries, these freedoms may be limited by time, manner or location. An example is bulletin boards: the length of time an item may be displayed is limited, the size (manner) of the poster can be limited, and the location for where items can be displayed can be limited. Several policies are impacted by the limited public forum. Examples are the Meeting Spaces, Photography and Videorecording, Posting and Distribution, Soliciting, Free Speech and Fundraising Activities policies.

**Member library.** The District has two types of libraries: branches and members. Member libraries have their own Board and operate independently. These community libraries do receive services from the District, and the revenues collected for their areas are distributed through the District. See more about this in the Governance and Service Areas policies.

**Policy.** This is explained more completely under the section on Policy Process. A policy is a statement of the organization’s position or direction on an issue. All policies required Board approval. The audience for a policy is the public.

**Procedure.** This is explained more completely under the section on Policy Process. A procedure consists of detailed instructions for implementing a policy. Procedures do not require Board approval. The audience for a procedure is the District staff. Most procedures are included in the Procedures Manual.

**Region.** The District area is subdivided into six areas, called regions. These were not an original part of the District, but were established to ensure representation on the Board of Trustees from all areas. These are further described in the Governance and Service Areas policies.

**Service areas.** The District has different strategies to ensure that all of the populations of the District receive library services. They may be served by branches, by members, or by the Mobile and Outreach services. A service area refers to a population that is serviced by one of these three strategies. These are described more completely under the Service Areas and Service Delivery policies.

**Statements.** . Statements are a particular type of policy. They are associated with the Basis Documents. They are major expressions of District philosophy of foundational issues.

<b>Policy History</b>	<b>Definitions</b>
2013 – Feb 18	New.
2021 – Dec 20	Revised to include several terms frequently used in the policy manual.
Reviewed by	Patron Experience Specialist

# THE POLICY PROCESS

Policies and procedures of the District originate from several sources. The most common source is District staff, in response to an observed need for direction in a particular area. They may also be requested by the Board or the Executive Director.

Policies and procedures are regularly reviewed to ensure that there is alignment with actual practice. When practice differs, either the policy or procedure is changed to reflect actual practice, or the practice is rectified to abide by the policy or procedure.

## ***Distinction between policy and procedure***

The Board of Trustees sets the policies of the District. A policy is a statement of the organization's position or direction in some particular area of operations or services. All policies require approval by the Board of Trustees. The audience for a policy is the public.

Procedures provide the instructions and details of how a policy of the Board is to be applied. Procedures are written by staff and do not require Board approval. The audience for procedures is District staff.

## ***Stages of policy and procedure development***

There are ten stages in developing policies and procedures. Not every policy or procedure requires all ten stages, depending on the subject matter. The Patron Experience Specialist is responsible for overseeing and managing the process. These stages are as follows:

- **Initial scan.** This stage consists of a scan of all information and documents pertaining to the topic that can be found on the District's website (MyLibrary.us) and the staff internal network (MyHighPlains).
- **Organizing.** This stage consists of arranging all of the information discovered. This stage is intended to capture any aspects of the issue that need to be addressed.
- **Research.** This stage explores different approaches that have been used to address the issue in question. It may involve an examination of how other libraries have addressed an issue, for example. It often entails examining emails and communications among staff concerning the issue. This stage may also identify other aspects of the issue that need to be addressed.
- **Writing or updating.** In this stage, the initial draft of the policy and/or procedure is written. It may involve rewriting of an existing policy or procedure.
- **Review and approval.** After the initial draft is written, it is reviewed by various other groups and individuals, depending on the topic.

*Library Managers and Patron Services Supervisor (PSS) groups.* Since most policies and procedures involve direct public service, these two groups are the most frequently involved in review, discussion, and amendment of draft policies and procedures. This group includes the Associate Director of Public Services.

*District Support Staff.* This includes the Executive Director and staff that report to the Executive Director. This includes Managers of the following departments: Human Resources, Finance, Community Relations and Marketing, Community Engagement and Strategies, Information Technology, Collection Resources, Foundation and the Associate Director of MOVE. They are consulted if a policy or procedure will impact their department, or if there is some aspect that requires their expertise.

*Attorney.* The District’s attorney is consulted if the policy or procedure has some legal aspect or requires legal interpretation.

*Board Governance Committee.* All policies are reviewed by the Board of Trustees Governance Committee before coming to the full Board. This group may or may not make changes to the policy; their usual role is to identify and discuss those aspects of the issue that should be highlighted, and possibly changed, in the presentation to the Board.

*Board of Trustees.* All policies must be approved by the full Board. The Board may request amendments to the draft policy that is presented by staff.

- **Formatting.** In this stage, the approved policy or procedure is formatted to be consistent with the structure of the Policy or Procedure manual. All website links are checked to be sure they are accurate and functional. The policy or procedure is then inserted into the respective manual.
- **Communicating the change.** When the policy or procedure has been adopted and inserted in the manual, District staff is notified of the new policy and/or procedure. This typically consists of an announcement that appears on MyHighPlains.
- **Coordinating with website.** This is a second scan of the MyLibrary.us website. Information on the website is changed to be consistent with the policy or procedure amendments.
- **Coordinating with MyHighPlains.** This is a second scan of the MyHighPlains network. The purpose is to identify any drafts or outdated information concerning the policy or procedure and remove it or archive it to eliminate confusion as to what information is authoritative.
- **Closing out.** This stage consists of going through a checklist to make sure that all of the stages have been completed.

<b>Policy History</b>	<b>Process</b>
2021 – Jan 18	New. Outlines the stages of developing, approving and posting policies and procedures of the District.
Reviewed by	Patron Experience Specialist

# **BASIS DOCUMENTS**

## ***High Plains Library District introduction***

The High Plains Library District (originally established as the Weld Library District) is a special taxing district that was voted into place by the Weld County residents in 1986 to improve library service to residents within the boundaries of the District through the sharing of books, staff, and tax revenue.

The District serves over 217,000 residents of Weld County and parts of neighboring counties and covers a geographic area of almost 4,000 square miles. Areas not included in the District are the areas in the Clearview (formerly the Windsor-Severance) Library District and the town of Dacono.

In July 2008, as part of a re-branding project, the High Plains Library District Board of Trustees approved the recommendation to rename the Weld Library District to the High Plains Library District.

The High Plains Library District is comprised of branches, member libraries, and outreach services. The branch library system is governed by the High Plains Library District Board of Trustees. Each member library is governed by their own separate Board of Trustees.

The policies and provisions in this manual are the policies of the branch library system under the governance of the Board of Trustees and in compliance with Federal and State laws. Member libraries have their own policies.

In conducting its services and programs, the library will maintain non-partisanship and objectivity to support the individuality of the residents and will provide its service in an atmosphere of warmth and welcome. The facilities and grounds will provide an environment that is welcoming, physically comfortable, clean, safe and ADA-compliant.

The High Plains Library District will seek to understand the information needs and wants of all residents and use every practical means to satisfy them in accordance with guidelines adopted by the Board and included in the following statements of the American Library Association: Library Bill of Rights, Freedom to Read, Freedom to View.

The High Plains Library District Policy Manual is regularly reviewed by staff. Revisions, additions and deletions are approved by the High Plains Library District Board of Trustees.

## **Related documents**

### *Websites:*

[Colorado State Library Page – Method of Establishment Quick Guide](#)

[Colorado State Library Page – Library Law](#)

[Colorado Department of Local Affairs – Special Districts Page](#)

[American Library Association Freedom to Read Statement](#)

[American Library Association Freedom to View Statement](#)

[American Library Association Library Bill of Rights](#)

### *Other policies:*

Governance policy

Service Areas

Service Areas Outside of the District



<b>Policy History</b>	<b>High Plains Library District introduction</b>
1991 – July	Earliest known fragment appears in section “General Policies.”
2002 – Nov	Revised. Appears in section “Weld Library District” and “Weld Library District General Policies.”
2007 – Feb 19	Revised and expanded. Retitled “Introduction.”
2010 – Feb 15	Revised to clarify legal status of District.
2011- Mar 21	Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs).
2014 – Mar 17	Adds that the District operates in compliance with Federal and state statutes.
2021 – Aug 16	This was reviewed without significant changes.
Reviewed by	Executive Director

## **Mission statement**

Helping build Community

<b>Policy History</b>	<b>Mission statement</b>
1991 – July	Earliest known version. Includes mission, goals, general policies.
2007 – Feb 19	Revised wording. Titled “Mission.”
2009 – Feb	Retitled “Mission Statement.” Replaces former mission with “Connecting communities to information, inspiration and entertainment for life.”
2020 – June 15	Replaces former mission statement with “Helping Build Community.”
Reviewed by	Executive Director, Board of Trustees, Community Relations and Marketing Manager

## **Vision statement**

High Plains Library District gives access to answers for every question.

<b>Policy History</b>	<b>Vision statement</b>
2007 – Feb 19	New. Titled “Vision.” Includes sections on Our Patrons, Our Facilities and Equipment, Our Staff, Our Community.
2009 – Feb	Revised. Retitled “Vision Statement.” Shortened significantly to “To build a solid reputation, increase overall participation and unite residents by being so connected to our communities that the library: <ul style="list-style-type: none"><li>• becomes everyone’s first and best choice for life long learning</li><li>• Is seen as a necessary and important community asset</li><li>• Is a community destination and gathering place</li></ul> ”
2020 – June 15	Revised to “High Plains Library District gives access to answers for every question.”
Reviewed by	Executive Director, Board of Trustees

## ***Values and Principles statement***

These values help clarify the principles that guide the High Plains Library District. As trustees, administration, and staff of the High Plains Library District, we are committed to fulfilling our mission and vision while upholding the following values.

Our patrons:

- Are treated with dignity, respect, and consideration.
- Receive an exceptional level of personal customer service.
- Are provided with a variety of library materials that reflect the communities' interests and values.
- Have access to up-to-date technology and receive assistance in using that technology.
- Enjoy a variety of quality programming for all ages.
- Have a positive library experience every time they visit.

Our facilities:

- Are modern, clean, and well-maintained.
- Provide and utilize up-to-date technology.
- Are open and available to all people regardless of age, gender, sexual orientation, or physical limitations.
- Are inviting, comfortable and friendly.
- Serve as a local gathering place.

Our staff:

- Uphold the principles of the First Amendment to the Constitution of the United States of America—the freedom to read, view, speak and hear.
- Is committed to instilling a love of reading.
- Are professional and reliable information catalysts.
- Will make every effort to be available to patrons whenever and wherever patrons need us.
- Seeks solutions to problems in a positive, productive manner.
- Works as a team to provide an exceptional level of service to all patrons.
- Continues to learn and grow professionally in an effort to better serve patrons by taking advantage of classes, workshops, and seminars offered by the High Plains Library District, state/national library associations, and other agencies.
- Sees the High Plains Library District as an employer of choice; one that provides fair compensation, competitive benefits, and a flexible schedule that leads to a healthy work/life balance.

Our community:

- Benefits from partnerships between High Plains Library District and other local agencies that support reading, education, and literacy.
- Enjoys the talents, abilities and contributions of High Plains Library staff at community-related activities.
- Is aware of and appreciates the programs and services offered by the High Plains Library District.
- Supports the High Plains Library District by contributing to its Foundation.
- Feels enriched by the presence of the High Plains Library District.

<b>Policy History</b>	<b>Values and Principles statement</b>
2007 – Feb 19	New. Titled “Values and Principles.” Nine paragraphs of narrative description of values and principles.
2009 – Feb	Retitled “Values and Principles Statement.” In the 2007 Policy Manual, these were the “Vision.”
Reviewed by	Executive Director, Board of Trustees

## ***Operating Principles for Staff***

The staff of the High Plains Library District uses the following principles to direct our decisions:

- On a daily basis, the library anticipates and meets community needs.
- No High Plains Library District community goes unserved.
- High Plains Library District service delivery aligns with individual patron’s preferences.
- High Plains Library District patrons find what they need at first contact.
- We continuously innovate.
- We strive for yes.

Each of the operating principles was developed by considering the potential gains and losses we may see if we use these as our primary tool for directing our decisions. Operating principles increase their value through ongoing dialog, review, and potential revision to best meet the needs of our community and organization.

<b>Policy History</b>	<b>Operating Principles for Staff</b>
2009 – Feb	New.
2012 – Feb 12	Does not appear in this edition.
2018 – Oct 15	Revised. “We never say no” replaced with “we strive for yes.”
Reviewed by	Executive Director

## **Public Statements policy**

Freedom of expression is the cornerstone of American society. Individuals, organizations, and corporations are free to publicly state their thoughts or positions.

Public libraries are different. *Protecting* freedom of expression is the cornerstone of public libraries. Stated another way, the stand of libraries is for *freedom of expression*. This limits board and staff from expressing a stand for *one point of view*. The implication is that the Board of Trustees and District staff must consider carefully whether and when to make a statement on matters of public concern.

### **The Board's Ethics Policy**

Each member of the Board of Trustees of the High Plains Library District signs an Ethics Policy. They are guided by and adhere to the ethics policy. The ethics policy addresses non-discrimination, prohibition from using their office to obtain privileges or advantages for themselves, not being swayed by partisan interests, or by public pressure or fear of criticism. It also states Trustees must distinguish clearly in their actions and statements between personal philosophy and those of the District. Within the parameters of the Ethics Policy, the Board considers whether to make a public statement in the following areas.

### **Policy decisions**

The Board of Trustees sets the policies of the District. Every policy is a statement of the organization's position and direction concerning a matter of public concern. What sets these apart from other public issues is that they address how the organization will conduct the business of the District with an explanation of the reasoning.

### **Elections and ballot issues**

The Board will not make a statement for or against the election of any candidate, as being a partisan interest. The Board will make a statement only on those ballot issues that have an impact on the welfare of the District, positively or negatively, and with particular regard to financial impacts. The Board will not make a statement on bond issues of other organizations.

### **Health and safety issues**

The Board may make statements on matters that affect public health or safety, and in particular the health and safety of library patrons and staff.

### **Social issues**

This area presents the greatest challenge to a Board because libraries are an integral part of the life of the *community and society*. Social issues are those most apt to have the strongest opposing viewpoints. As noted earlier, the role of the library is to protect freedom of expression *by all parties* without itself expressing a stand for *one point of view*.

These issues are those most apt to place the Board at risk in violating its Ethics Policy, such as being swayed by partisan interests, public pressure, fear of criticism, and personal philosophy.

In general, the Board will make statements on social issues only when they address the *organization* itself.

### Considerations for policies or public statements

This section is a series of questions to assist the Board in determining whether to issue a public statement. The Board may choose to appoint an ad hoc committee to apply these considerations and present a recommendation to the Board.

- Does making a policy or public statement protect the freedom of expression for the whole community?
- Does making a policy or public statement appear to be taking a stand for one point of view?
- Could this policy or public statement be construed as violating the Board’s Ethics Policy?
- Is this policy or statement necessary to convey to the public how the District will operate?
- Should this take the form of a policy or public statement, or something else?
- Is this a statement about the *organization*, or a statement about the *community*?
- Is this a statement about another organization?
- Is this an issue affecting public health or safety?
- Are statements by federal, state or local law or regulatory agencies sufficient expression, or is a policy or statement needed for how the District interprets and applies the law?
- What is the compelling need for this policy or public statement?

### Related documents

Websites:

[Board of Trustees Page](#)

Other policies:

Scope of Collection policy

Policy History	Public Statements
2020 – Dec 7	New. The Board of Trustees makes most public statements through policies. This policy was developed at request of the Executive Director and Board to assist in determining when and if it’s appropriate to make <i>other</i> public statements concerning issues such as elections and ballot, health and safety and social issues.
Reviewed by	Executive Director, Board of Trustees

## ***Patron Rights and Responsibilities statement***

### **Rights**

The High Plains Library District does not discriminate and provides equal library access and employment opportunities regardless of age, sex, sexual orientation, gender identity, marital status, race, color, religion, national origin, disability, genetic information, or any other status protected by law.

We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job.

Access to the library and library materials are free for all and for everyone's enjoyment. The High Plains Library District supports the rights of all patrons to:

- Have a clean, comfortable, safe, and pleasant environment.
- Have free and equal access to information.
- Receive friendly, courteous and respectful service.
- Privacy for patron records and use of the library except for instances detailed in Colorado Revised Statute 24-90-119
- Use the library without discrimination.
- Use the library undisturbed without threat of harm, invasion of property, or interference (in accordance with library regulations and the law).

### **Security and safety**

High Plains Library District will take necessary measures to protect the patron's right of access, ensure the safety of patrons, staff, and materials in District facilities. Measures include, and are not limited to:

- Requesting adjustment to behaviors to meet reasonable expectations of staff and community norms
- Removing persons from facilities due to causing a disturbance to others. Removal may range from leaving for the day to permanent suspension
- Using monitoring devices in locations for safety and theft concerns
- Working with local law enforcement to handle situations as deemed necessary
- The library is not a place of refuge from law enforcement after being accused of committing an illegal act. Library staff will contact the police if the situation occurs.

### **Unacceptable use**

Unacceptable use of the High Plains Library District includes and is not limited to:

- Activities that present health or security risks
- Assuming the identity of another person without the explicit authorization of the other person
- Copyright Law or license violations
- Damage or alteration of library property, including and not limited to books and other library material; the physical building; software or hardware components of a local or remote computer or computer systems and/or use of programs that infiltrate a computer or computer systems
- Disruption of the normal flow of operations
- Illegal or criminal activities, including the Library District's electronic resources
- Interference with the use or enjoyment of the library by others
- Viewing of visual materials that might be considered offensive to others in a public area

## Suspension

If, after being informed of acceptable behavior and use of the library, a patron continues to engage in any of the above actions, suspension from the library, loss of library privileges, removal from the library and/or criminal prosecution or other legal action may result.

- Suspensions for two months or more may be appealed by writing a letter to the Executive Director explaining the reasons for appealing the suspension.
- The Executive Director will respond within 30 days with the decision to uphold the suspension or approve the appeal.

## Children

To ensure that children have a safe, positive and fun library visit:

- Children younger than 12 years of age always need to be with a responsible person in all areas of the library.
- At the discretion of a parent/guardian, children 12 and older may use the library, unaccompanied, for a reasonable length of time. Library-appropriate behavior is expected.
- Parents/guardians, not library staff, are responsible for the safety and behavior of their children at all times while using the library.
- Parents/guardians will be notified of disruptive behavior. In the event children are still on library premises after closing and parents/guardians cannot be reached to pick them up, the local Police will be called.

## Related documents

*Websites:*

[C.R.S. §24-90-119 – Privacy of User Records](#)

*Other policies:*

Internet Use policy  
Meeting Spaces policy  
Security Cameras policy  
Service Animals policy  
Smoking policy  
Soliciting, Free Speech and Fundraising Activities policy  
Weapons policy

*Procedures:*

High Plains Library District Safety Manual  
Suspension of Services procedure

<b>Policy History</b>	<b>Patron Rights and Responsibilities statement</b>
2002 – Nov	Earliest known version. Titled “Patron Rights and Responsibilities.” Also includes “Statement of Responsibility Regarding Children in the Library.”
2004 – Apr	Revised. The statement on children which was separate in 2002 version is now incorporated into this policy.
2007 – Feb 19	Revised. Some of the 2004 version remains, but the section is significantly expanded.
2009 – Feb	Title changed to “Patron Rights and Responsibilities Statement.”
2010 – Feb 15	Added “Security Policy and Guideline.” Added statement that library is not a refuge from law enforcement.
2011 – Mar 21	Retitled “Security Policy and Guideline” to “Safety and Security Policy and Guideline.”
2012 – Feb 12	Revised. Eliminated specific examples of assuming identity of another person without authorization.



2019 – Sept 16	Revised. Significantly rearranged and combined policies; added information on suspensions, appeal of suspension, suspension of minors
2021 – Nov 15	Revised. The Rights section of the policy was amended to include the initial paragraphs on anti-discrimination.
2024 – Jul 15	Revised. Updates the age at which a child can be unattended in the library to align with other District procedures, the Safety Manual, and the age at which people may volunteer.
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

# GOVERNANCE

## ***Governance policy***

### **Colorado Library Law**

The High Plains Library District is subject to Colorado Revised Statutes [C.R.S. §24-90-101 to 119](#) commonly called “Colorado Library Law.”

A library district is one of four types (municipal, county, joint library or library district) of public libraries permitted under the law. Key sections of the law pertaining to establishment, funding, dissolution and trustee powers and duties are as follows:

C.R.S. §24-90-103 Definitions

C.R.S. §24-90-106 Participation of existing libraries in the formation of new libraries

C.R.S. §24-90-106.3 Inclusion of a governmental unit into an existing library district procedure

C.R.S. §24-90-106.5 Establishment or removal of a municipal library in an existing county library or library district

C.R.S. §24-90-107 Method of establishment (of a municipal, county, joint library or a library district)

C.R.S. §24-90-108 Board of trustees of public libraries

C.R.S. §24-90-109 Powers and duties of board of trustees

C.R.S. §24-90-112 Tax support – Elections

C.R.S. §24-90-112.5 Issuance of bonds

C.R.S. §24-90-113.3 Contract to receive library service

C.R.S. §24-90-114 Abolishment of libraries

C.R.S. §24-90-116 Existing libraries to comply

### **Structure**

The High Plains Library District was formed in 1985 and has a governance structure that is unique in the state of Colorado. The District consists of *branches*, governed by one executive director and one board of trustees. It also includes *member libraries*, each of which have their own board of trustees and director. The governing authority of a member library receives funds according to a formula established when the District was created. A portion of the tax generated from the member service area is retained by the District for the purpose of district-wide services.

### **Definition of District**

Because of this structure, the term “District” is used in different ways. It often refers to the administration and board. It sometimes refers to the branches and outreach services. Or it can refer to all of the entities involved – administration, branches, outreach and member libraries.

## Board representation

The geographic area of the High Plains Library District is divided into the following regions, and each has its own representative on the Board of Trustees. Trustees serve a maximum of two terms, four years each. A trustee's term expires on December 31.

Region 1 – Erie, Frederick, Firestone

Region 2 – Gilcrest, Fort Lupton, Hudson, Keenesburg, LaSalle, Lochbuie

Region 3 – Berthoud, Johnstown, Mead, Milliken and Platteville

Region 4 – Greeley, Evans, Garden City

Region 5 – Ault, Eaton, Nunn, Pierce, Carr, Rockport, Lucerne

Region 6 – New Raymer, Kersey, Grover, Galeton, Briggsdale, Buckingham, Keota, Masters, Deerfield, Barnesville, Hardin

At large representative

## Board member selection

The *selection committee* for the High Plains Library District Board of Trustees does not correspond to the *regions* of the District. The selection committee consists of one elected official from the governmental entities that established the District: Town of Eaton, Town of Ault, City of Greeley, Town of Hudson, Weld County Commissioners. The City of Fort Lupton and RE-8 (Fort Lupton) Board of Education collectively send one elected official. The City of Evans was added as one of the establishing entities in 2017 as part of a settlement between the District and member libraries. The details of the nomination process are spelled out in the bylaws of the Board, noted below.

## Board bylaws

The Board of Trustees adheres to the Ethics Policy and Bylaws which conform to C.R.S. §24-90-108 and 109. The bylaws, as well as other documents pertaining to the Board of Trustees can be found on the MyLibrary.us website at [MyLibrary – Board of Trustees page](#).

## Related documents

*Websites:*

[C.R.S. §24-90-101 to 119 – Colorado Library Law](#)

[Colorado Library Law Quick Guide for C.R.S. §24-90-101 et seq.](#)

[Bylaws of the Board of Trustees 2019](#)

[MyLibrary.us – Board of Trustees](#)

*Other policies:*

Service Delivery statement

Service Area definitions

Mobile, Outreach, Virtual Services and Events & Experiences Services

Policy History	Governance
1991 – July	Earliest known version. Titled “Government of the Weld Library District.”
2002 – Nov	Revised. Shortened to indicate the source of District’s authority.
2007 – Feb 19	Titled “Governing of the Weld Library District” but the text is same as 2002 version.

2009 – Feb	Retitled “Governance Statement” but the text is same as 2002 version.
2021 – May 17	Expanded significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and bylaws and responsibilities of the Board of Trustees.
Reviewed by	Executive Director, Board of Trustees

## **Open Records Requests**

High Plains Library District is committed to the principle of openness and accessibility. As such, the District commits to fulfill every request for public records as efficiently and expeditiously as possible and within the requirements established by the [Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#) and the minimum requirements set forth by the [Colorado State Archives Special Districts Records Management Manual](#).

The following procedures are intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of the District's records, and to engage effectively with the public. This policy is therefore subject to the District's legal counsel.

### **Requests for public records**

Requests will be processed by the Office of the Executive Director, who is the designated custodian of records. General emails to the District or inquiries made on the District's social media sites will not be treated as open records requests pursuant to CORA. When practicable, open records requests should be submitted in writing or made via the District's [Open Records Request Form](#), which is available on the High Plains Library District website.

Prior to submitting a records request, please check the District website to determine whether the records sought are already available online.

All requests must contain the following information:

- The name and preferred contact information for the requesting party.
- A description of the records sought. (Please describe as specifically as possible, including applicable date ranges and source of information, if known.)
- Preferred method of delivery (email, regular mail, in-person inspection, etc.).

### **Responses to requests**

The Office of the Executive Director is responsible for responding to the requesting party in a timely manner. Responses will be provided in the format in which the documents are maintained whenever legally, technologically, or practically feasible. The requesting party will be notified if the requested documents are not available, reside with another agency or if the records are not covered by CORA.

Responses to requests will include information currently in the possession of the District. Responses to requests will not routinely include the restoration of the District systems that may be available on backup tapes or other means of disaster recovery. Additionally, responses to requests will not routinely include data that is automatically created, stored, or retained on an individual computer or on network equipment or servers, such as email metadata that is not otherwise imprinted or stored as part of the visible content of an email message, logs, web traffic statistics, browser cookies, browser cache, server logs, browser history, or firewall logs.

If review of original documents is requested, the records custodian may impose certain procedures to protect the integrity of the public record, including supervision by a District employee within the area where the records are stored and/or maintained. The records custodian may also establish a designated area or schedule for a particular time of day so as to not unduly disrupt the day-to-day activities of that specific office or department.

Requests received after the close of business will be considered to be received on the next business day.

The District will comply with the reasonable response timelines set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three working days, the requestor will receive notice from the records custodian that additional time, up to seven (7) working days, will be necessary.

The District will only produce documents, within their possession, as permitted by CORA and those which do not exceed the minimal standards set forth by the [Colorado State Archives Special Districts Records Management Manual](#). Documents that are prohibited from Disclosure under CORA will not be released, including but not limited to:

- [C.R.S. §24-72-204\(3\) \(a\) \(V\)](#) Library and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of such contributions.
- [C.R.S. §24-72-204 \(3\) \(a\) \(VII\)](#) Library records disclosing the identity of a user as prohibited by section [24-90-119](#).

**Fees charged**

High Plains Library District seeks to meet public information requests in the most economical fashion possible. The fees charged by the District will be consistent with the provisions of CORA.

Standard fees for records requests include copy charges, research and retrieval time, and actual costs associated with fulfilling the request. Research and retrieval time may include, but is not limited to: actual costs involved in the gathering of documents, costs associated with specialized IT support, and staff time required to research, locate, retrieve, and review records, and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

Pursuant to [C.R.S. §24-72-205\(6\)](#) there is no charge for the first hour of time for research and retrieval of records.

<b>Copies</b>	
8.5" x 11"	25¢ per page
11" x 17"	25¢ per page
Greater than 11" x 17"	Actual cost of reproduction + research and retrieval time

<b>Electronic Copies on CD</b>	
If the record exists in electronic	\$2 per CD + research and retrieval time
If the record has to be scanned	\$2 per CD + research and retrieval time
If the record has to be printed and scanned	\$2 per CD + research and retrieval time + paper conv fee
BOCC Study Sessions or other audio recordings	\$2 per CD + research and retrieval time

PDF Records Sent Via Email	
If the record exists in electronic format	Research and retrieval time
If the record has to be scanned to PDF	Research and retrieval time
If the record has to be printed and scanned to PDF	Research and retrieval time + paper copy fee

Research and Retrieval	
One hour or less	\$0
More than one hour	\$33.58

Mailing Expenses	
Mailing expenses	Actual cost

### Deposits

If the fulfillment of a request is likely to incur fees in excess of \$30.00, the records custodian will attempt to provide the requesting party with an estimate of the likely fees to be generated in fulfilling the request. High Plains Library District may require payment of the estimated fees prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred in excess of the deposit and will be reimbursed for any estimated costs that are not actually incurred.

### Related documents

#### Websites:

- [Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#)
- [Colorado Library Law – Privacy of User Records C.R.S. §24-90-119](#)
- [Colorado State Archives Special Districts Record Retention Manual](#)
- [High Plains Library District Open Records Request Form](#)

#### Procedures:

- Open Records Request procedure
- Service Areas

Policy History	Open Records Requests
2014 – Mar 17	New. Titled “Public Records Request Guideline.”
2015 – Apr 24	Revision. Adds sentence connecting state laws to federal laws; adds language to indicate amount of research time spent before assessing a fee.
2019 – Mar 18	Revision. Retitled “Open Records Requests.” Rewrite of 2014 version, much expanded to include requests, responses, fees charged, deposits.

Reviewed by	Executive Director
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## ***Retention policy***

This policy is a companion to the Open Records Requests policy.

Retention refers to the length of time governmental agencies store information. Retention policy pertains to records of the organization, as compared to personal information.

As with many policies, retention is an issue of balancing objectives. Records are retained for longer periods of time for the purposes of government transparency, historical documentation, legal and contractual issues or public health and safety. In the case of personal information, records are typically retained only as long as the transaction is active in order to preserve privacy and minimize identity theft.

### **Colorado's Retention statute**

Retention of government records is governed by Colorado statute (C.R.S. §24-80-101 et. seq. – State History, Archives and Emblems) and retention and disposition schedules promulgated by the Colorado State Archives.

In 2019, the District adopted the Colorado State Archives Special Districts Records Management Manual. This document identifies the period of time to retain records concerning facilities, finances, fleet, equipment, general administration, governing body, historical, district boundary and planning, licenses and permits, litigation and legal counsel, personnel and property.

### **District application**

- In adopting the Colorado State Archives Special Districts Records Management Manual, the District agrees to use the retention periods stated in the Manual.
- The District will maintain a schedule that identifies the types of documents, retention period, responsible party, and actual records available. This is done for compliance and to facilitate requests for Colorado Open Records Act (CORA) requests. See the Open Records Requests policy.
- As noted in the Open Records Requests policy, the statute on retention does not apply to library and museum material contributed by private persons, and library records that will disclose the identity of a user. In these cases, the District stance is to delete personal information that is no longer needed. This is addressed more completely in the Personal Information Protection policy.

### **Related documents**

*Websites:*

[Colorado State Government Archives and Public Records Laws \(C.R.S. §24-80-101 et seq.\)](#)  
[Colorado State Archives Special Districts Records Management Manual](#)  
[Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#)  
[Colorado Library Law – Privacy of User Records C.R.S. §24-90-119](#)

*Other policies:*

Open Records Requests policy  
Privacy of User Records policy  
Identity Theft Prevention policy  
Personal Information Protection policy

<b>Policy History</b>	<b>Retention</b>
2021 – Dec 13	New. This policy identifies the statute and manual the District uses for determining the length of time for retaining information.
Reviewed by	Executive Director, Associate Director of Public Services

## **Service Areas**

Policies pertaining to service areas of the High Plains Library District divide into five inter-related topics:

1. District boundaries
2. City and town boundaries
3. Regions
4. Revenue collection
5. Types of libraries and service delivery

### **District boundaries**

In the simplest terms, the boundaries of the High Plains Library District consist of Weld County and the portion of Boulder County that includes the Town of Erie. The boundaries exclude the Clearview Library District, in the Windsor and Severance area. It also excludes the Town of Dacono.

These boundaries define (1) the populations for which the District requires library services and (2) the areas from which revenues are collected.

### **City and town boundaries**

The boundaries of cities and towns do not necessarily align with District boundaries. Residents of Longmont, Berthoud, Northglenn and Brighton are served by their own municipal or district libraries. But these cities and towns also have borders extending into the High Plains Library District area.

### **Region boundaries**

The High Plains Library District is divided into six geographic areas, identified as Regions. These regions are established for the purpose of representation on the Library Board of Trustees. The Board of Trustees consist of seven members, one from each of the regions and one At-Large trustee. These regions are further described under the Governance Policy. See also the chart at the end of this policy.

### **Revenue collection**

Each of the Regions includes school districts. School district and Region boundaries do not coincide. However, school district boundaries are important because they are used to define areas of property tax collection and distribution for the member libraries (see “Types of libraries and service delivery” below). The member libraries and their corresponding school districts are:

- Ault (Northern Plains) Public Library – Weld County School District RE-9
- Eaton Public Library – Weld County School District RE-2
- Fort Lupton Public and School Library – Weld County School District RE-8
- Hudson Public Library – Weld County School District RE-3J west of Weld County Road 61 including the towns of Hudson, Keenesburg and Lochbuie.
- Johnstown (Glenn A. Jones MD Memorial) Library – Weld County School District RE-5J but excluding the Town of Johnstown and those parts that are in Larimer County.
- Platteville Public Library – Weld County School District RE-1 south of Weld County Road 42 but excluding the Town of Platteville.

Property taxes are collected by the District from the entire District area. The District retains one-third of the amount collected from each member area; the remaining two-thirds are distributed to the respective member library.

The towns of Johnstown and Platteville collect the property taxes from their town boundaries and distribute the funds to those libraries.

Net property tax revenues available for the branches is based upon the gross property taxes minus the calculated revenue distribution to member libraries.

### **Types of libraries and service delivery**

There are two types of libraries within the High Plains Library District: branch libraries and member libraries. Service delivery outside of library facilities is provided by the MOVE (Mobile, Outreach, Virtual Services and Events & Experiences) Department of the District.

#### Branch libraries:

- Are established according to the District's Facilities Master Plan.
- Are governed by the High Plains Library District Board of Trustees.
- Hours of operation, services and programs are determined by District Administration staff with consent of the Board of Trustees.
- Staff is hired by the District and receive pay, insurance and benefits from the District.
- Staff are governed by the policies of the District.
- Facilities are the property, by ownership or contract, of the District.
- Adhere to an annual budget approved by the High Plains Library District Board of Trustees.

#### Member libraries:

- Are established according to the Colorado Library Law and joined with other governmental units within Weld County for the purpose of creating the High Plains Library District.
- The service area was established in the Intergovernmental Agreement (IGA) that formed the District. These IGAs are updated regularly.
- Have their own local governing authority responsible for library operations.
- Hours of operation, services and programs are determined by the local library board. The member library may choose to participate in centralized services made available by the District.
- Staff is hired by the local library board. Payroll, insurance and benefits are the responsibility of the local governing authority.
- Facilities are owned and maintained by the local governing authority.
- Receive a designated portion of the property tax levy for library service. The local governing authority of the Member library receives funds according to a formula established at the time of the agreement to create the District. A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.
- The local governing authority budgets and accounts for these funds.

#### Mobile, Outreach, Virtual Services and Events & Experiences Services:

- Is governed by the High Plains District Board of Trustees.
- Staff services, programs, pay, insurance, benefits, policies and budget operate in the same way as for branch libraries.
- Allow the District to provide library services where geographic, economic, linguistic, physical or other barriers are present.
- Work with and through community organizations, government facilities, and schools to provide library materials, programs and services.

- The methods used by the Department are more fully described under the separate policy on Mobile, Outreach, Virtual Services and Events & Experiences Services.

### Chart

The chart below, taken from the Board of Trustees bylaws, identifies the boundaries, communities, school districts and libraries in each of the District Regions. The chart does not include all populated places of each region.

<b>Region</b>	<b>Libraries</b>	<b>Communities</b>	<b>School Districts</b>	<b>Boundaries</b>
1	Erie Community; Carbon Valley Regional	Erie, Frederick, Firestone	St. Vrain Valley RE-1J – Erie, Firestone, Frederick  Boulder Valley – Erie	North – Colo 66  South – County line  East – US 85  West – County line plus Erie town boundaries
2	Fort Lupton School and Public;  Hudson Public	Fort Lupton, Hudson, Keenesburg, Lochbuie	Weld RE-1  Weld RE-3 – Keenesburg  Weld RE-8 – Fort Lupton	North – WCR 52  South – County line  East – County line  West – US 85
3	Glenn A Jones MD Memorial (Johnstown);  Milliken PCC;  Platteville Public;  Nantes Public	Johnstown, Mead Milliken, Platteville, Gilcrest, LaSalle	St. Vrain Valley RE-1J – Mead  Weld RE-1 Gilcrest  Weld RE-5J Johnstown, Milliken  Larimer R2J	North – WCR 52  South – Colo 66  East – US 85  West – County line
4	Centennial Park;  Farr Regional;  Library and Innovation Center;  Riverside	Greeley, Evans, Garden City	Weld 6 – Greeley, Evans, Garden City	North – WCR 72  South – WCR 52  East – WCR 45  West – County line excluding Windsor RE-4
5	Eaton Public;  Northern Plains Public	Ault, Eaton, Pierce, Nunn	Weld RE-2 Eaton  Weld RE-9 Ault-Highland	North – State line  South – WCR 72  East – WCR 45  West – County line

Region	Libraries	Communities	School Districts	Boundaries
6	Kersey Public; District Outreach	New Raymer, Kersey, Grover, Briggsdale	Weld RE-2 Weld RE-7 Platte Valley Weld RE-10 Briggsdale Weld RE-11 Prairie Weld RE-12 Pawnee	North – State line South – WCR 52 East – County line West – WCR 45

## Related documents

### Websites:

- [Bylaws of the Board of Trustees 2019](#)
- [MyLibrary.us – Board of Trustees](#)
- [High Plains Library District Facilities Master Plan, 2019](#)
- [Region 1 map](#)
- [Region 2 map](#)
- [Region 3 map](#)
- [Region 4 map](#)
- [Region 5 map](#)
- [Region 6 map](#)

### Other policies:

- Governance policy
- Service Delivery
- Mobile, Outreach, Virtual Services and Events & Experiences Services

Policy History	Service Areas
2009 – Feb	New. Provides overview of District library locations, member libraries and outreach services.
2012 – Feb 12	This is absent from the policy manual
2013 – Feb 18	Added back in Policy Manual.
2021 – Aug 16	This policy was updated to include District boundaries and to clarify the relationships between District regions, school districts, city and town boundaries, and revenue collection. The sections on branches, members and Outreach are similar to the prior version, but have been reformatted.
Reviewed by	Executive Director

## **Service Areas Outside of the District**

The library recognizes the importance of the Colorado State Library and the Colorado Library Consortium (CLiC) as coordinating agencies among libraries in the state and region and endorses the multi-type library system concept. The High Plains Library District will, when appropriate, cooperate with all types of libraries to make the best use of public monies and provide optimum service.

### **Colorado Libraries Collaborate (CLC) rules**

The High Plains Library District offers reciprocal borrowing privileges to non-district residents who are Colorado Libraries Collaborate (CLC) program participants.

Under the terms of the program, the borrower must reside in the state of Colorado and must pay local taxes that support a Colorado library, or must be a member of another CLC member library in order to receive CLC privileges. CLC borrowers are not charged a non-resident fee when borrowing from a participating CLC library.

CLC Borrowers must have a valid photo I.D. and proof of address to obtain a High Plains Library District card. For acceptable forms of photo ID and proof of address, see [Get a Library Card](#) on the High Plains Library District website.

- CLC borrowers will be informed about High Plains Library District rules and policies
- CLC borrowers are responsible for understanding and abiding by the rules and policies of High Plains Library District.
- CLC borrowers are responsible for all materials checked out on their cards.
- Any materials borrowed by a CLC borrower are subject to the High Plains Library District loan policies and due dates.
- It is the CLC borrower's responsibility to be in good standing at his/her home library. Cardholders not in good standing may not be eligible to borrow materials from the High Plains Library District.
- CLC borrowers may check out 10 items at a time.
- CLC borrowers may not use the Specialty Checkout service, Prospector or the Interlibrary Loan (ILL) service.

### **Related documents**

#### *Websites:*

[CLC Program Guidelines](#)

[MyLibrary.us – Library Card and Account](#)

[MyLibrary.us – Library Card and Account– Types of Cards](#)

[MyLibrary.us – Borrowing Terms & Limits](#)

[MyLibrary.us – Library Card and Account – Acceptable forms of ID](#)

#### *Other policies:*

Service Delivery

Service Areas

Circulation policy

Specialty Checkout policy

Interlibrary Loan policy

#### *Procedures:*

HPLD Sierra Service Desk Guide

<b>Policy History</b>	<b>Service Areas Outside of the District</b>
1991 – July	Earliest known version appears in section titled “Affiliation with other library agencies.” There is a reference to the High Plains Regional Library Service System and that Centennial Park is resource center for that system.
2004 – Apr	Changed from High Plains Regional Library system to Colorado Library Consortium (CLiC)
2007 – Feb 19	New section on “Local CLC ( Colorado Libraries Collaborate) Policy” added, separate from “Service Areas Outside of the District”.
2009 – Feb	Section is retitled “Colorado Library Card (CLC) Procedure”; is separate from “Service Areas Outside of the District”.
2012 – Feb 12	“Colorado Library Card Procedure” is moved to Procedures Manual.
2013 – Feb 18	Section retitled “Colorado Library Card (CLC) Rules” and is moved to Service Areas section of the Policy Manual.
2015 – Apr 24	Revision. Section on “Colorado Library Card (CLC) Rules” removes (1) requirement that patron present home library card to obtain District card; (2) that patron must be in good standing at home library. Also added two statements that CLC borrowers may not borrow laptop, projector, but can use databases and downloadable materials.
2019 – Sept 16	Revision. Retitled “Colorado Libraries Collaborate (CLC) Rules”; combines policy on affiliations with section on CLC rules; uses new language from state guidelines; adds that CLC patrons are not eligible for Specialty Checkout.
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services



# COLLECTION DEVELOPMENT

## ***Scope of Collection policy***

Collection development at the High Plains Library District is founded on the principles of intellectual freedom and equal access for all.

To meet the needs of the library's diverse community, the library strives to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills.

The three basic supporting documents used to achieve these principles are the American Library Association's [\*Freedom to Read Statement\*](#), the [\*Freedom to View Statement\*](#), and the [\*Library Bill of Rights\*](#).

## **Physical collection**

The District selects and supports access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public, while recognizing the needs of special population groups in the community. The collection provides an assortment of new and popular materials while retaining depth through a balanced variety of subjects in formats suitable to a variety of learning and recreational interests and skills.

Materials are purchased in the most appropriate and available format. Examples of the varieties of physical formats collected include books, magazines, and newspapers in print, and audiovisual materials such as DVDs, Blu-rays, books on CD, and music CDs.

The District regards its physical collection as one shared or "floating" collection that is distributed among the branch locations. When a circulating item is returned to one branch it is shelved at the library where it is returned. Mobile Services collections are housed separately from the general collection and are not shared among branches.

## **Online collection**

The online collection, like the physical collection, reflects diverse viewpoints and needs of the community. Electronic formats selected include databases, e-books, e-audiobooks, e-magazines, and both downloadable and streaming video and music. Duplication of titles among different online delivery formats is minimized.

## **Special collections**

"Special Collections" at High Plains Library District are defined as materials of any format dedicated to narrowly-defined subject areas. These collections do not float and are housed separately from the general floating collection. They may consist of circulating materials, non-circulating materials, or both.

The District maintains circulating Local History collections at multiple locations, in order to provide easy access to students, researchers, and history lovers. These collections consist of adult nonfiction titles highlighting the histories of our Colorado area and local communities; titles may be duplicated in the regular floating collection. Selections are made in accordance with the general selection criteria listed in the Criteria for Collection policy. Additional criteria which may be considered when adding items to this

collection include geographic relevance and diversity of viewpoints regarding historically underrepresented and marginalized groups in Colorado history.

Genealogical materials include family histories, genealogies of local families, local newspapers, and cemetery records. The majority of these materials do not circulate and are housed in the Genealogy Collection located in Greeley, Colorado. Selections and collection maintenance decisions are made according to the criteria listed in the Genealogy Collection policy.

Archival collections include the High Plains Library District Institutional Collection and the Greeley Tribune collection, comprising administrative and historical records of the District and its antecedents and archives of the Greeley Tribune newspaper. These materials do not circulate and are housed in the Archival Collection in Greeley, Colorado. The collection is managed according to the criteria listed in the Archival Collection policy.

Contemporary Weld County stories are captured in digital audio format via Weldcast. Access to these stories is available through the District website.

### **Reconsideration**

Individuals who reside within the legal boundaries of the High Plains Library District may express concerns about library materials, programs, displays, and exhibits by submitting a Request for Reconsideration form in accordance with our Reconsideration of Library Resources policy.

### **Cooperative networks**

The District participates in cooperative interlibrary loan networks, including the Prospector system of libraries in Colorado and Wyoming and WorldCat, the nationwide OCLC network. This expands the range of materials available to District users beyond what can be provided in any local collection while minimizing the purchase of materials expected to be infrequently used or of a low level of demand.

### **Related documents**

#### *Websites:*

- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [American Library Association Library Bill of Rights](#)
- [Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources](#)
- [Request for Reconsideration of Library Resources form](#)

#### *Other policies:*

- Interlibrary Loan policy
- Specialty Checkout policy
- Criteria for Collection policy
- Copyright policy
- Genealogy Collection policy
- Archival Collection policy
- Self-published Works policy
- Donations policy
- Circulation policy
- Reconsideration of Library Resources policy

*Procedures:*

- Collection Development procedure
- Copyright procedure
- Donation procedure
- Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Scope of Collection</b>
1991 – July	Earliest known version. Titled “Materials Selection.” Includes sections on Objectives, Responsibility for Selection, General Criteria for Selection, Freedom of Selection, Challenged Materials, Gifts and Special Collections, Disposal of books and non-print materials (weeding).
2004 – Apr	Retitled “Collection Development Policy.” Includes most of what is in 1991 version, but has added section on “Weld Library District Donation Policy” and includes gifts of money and volunteering.
2007 – Feb 19	Revision. Includes many of same titles as in earlier versions, but significantly expanded narrative and topics. Sections on “Disposal of Materials” and “Challenged Materials” moved to Collection Development policy “Retention” and “Reconsideration” respectively. A “Reconsideration Form” is in the appendix to Policy Manual.
2009 – Feb	Revision. The 2007 version is shortened. Has been broken out into “Collection Development Policy”, “Collection Development Guideline” and “Collection Development Procedure.”
2012 – Feb 12	The “Collection Development Procedure” is moved to Procedures Manual.
2013 – Feb 18	Added “Collection Development Statement” and “Collection Selection FAQ.”
2014 – Mar 17	Added wording to the “Collection Selection FAQ”: works created by local author or musician are given special consideration.
2015 – Apr 24	Collection Selection FAQs amended: District does not accept replacement editions in place of lost or damaged items.
2018 – Aug 20	Major revision. Retains some of former policy, but most of entire section is added or rewritten. Eliminated the “Collection Development Policy”, “Collection Development Guideline”, “Collection Selection FAQ” and added sections on Online Collection, Special Collections, Cooperative Networks, Guidelines for Authors.
2021 – Nov 15	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Copyright, Genealogy Collection, and Self-published Works.
2024 – Jun 17	Revision. Updates wording in Special Collections section; adds reference to Archival Collection policy; adds reference to Reconsideration of Library Resources policy.
Reviewed by	Executive Director, Collection Resources Manager

## **Criteria for Collection policy**

### **Selection criteria**

- Contemporary significance or popular interest
- Local significance of the author, creator, or subject of the work
- Reputation and qualifications of the author, creator, or publisher of the work
- Quality of content, including accuracy, timeliness, and literary/artistic merit as indicated by positive attention from critics and reviewers
- Relation to existing collections and other materials on the subject
- Cost, availability, and library materials budget
- Space required relative to the value the item contributes to the collection
- Suitability of format or physical form for library use

Materials need not meet all criteria to be selected. Recommendations for purchase from staff or the public are considered, with the criteria noted above being applied. Textbooks or other curriculum-related materials will be acquired only in subject areas where there is little or no material in any other format or where they substantially add to the collection.

The same general criteria apply to the selection of print and audiovisual materials. Some additional criteria are considered in the selection of digital formats:

- Ease of use
- Accessibility for multiple concurrent users and/or remote users
- Comparison of content and price with other available formats
- Accuracy and frequency of updates
- Technical requirements and compatibility with existing equipment and systems
- Technical support and training
- Licensing fees and agreements

### **Withdrawal criteria**

The physical collection is continually evaluated for sustained value and usefulness. Items are withdrawn if they meet certain criteria:

- Damaged or poor condition
- Infrequency of use of a particular copy
- Number of copies exceeds level of demand
- No longer relevant to the needs and interest of the community
- More space required for newer materials
- Available elsewhere, including online or through resource sharing networks
- Out of date, inaccurate, or replaced by newer edition

### **Related documents**

*Websites:*

[American Library Association Freedom to Read Statement](#)

[American Library Association Freedom to View Statement](#)

[American Library Association Library Bill of Rights](#)

*Other policies:*

- Scope of Collection policy
- Interlibrary Loan policy
- Specialty Checkout policy
- Genealogy Collection policy
- Self-published Works policy
- Donations policy

*Procedures:*

- Collection Development procedure
- Donation procedure
- Material Reconsideration procedure

<b>Policy History</b>	<b>Criteria for Collection</b>
1991 – July	Earliest known version. Was a section within “Materials Selection” policy.
2012 – Feb 12	The “Collection Development Procedure” is moved to Procedures Manual.
2013 – Feb 18	Added “Collection Development Statement” and “Collection Selection FAQ.”
2018 – Aug 20	Included as part of “Collection Development Policy.”
2021 – Nov 15	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Self-published Works.
Reviewed by	Executive Director, Collection Resources Manager

## ***Reconsideration of Library Resources policy***

The staff of the High Plains Library District is highly trained and educated, and intentionally and thoughtfully select library resources to meet the diverse needs of the communities we serve. The High Plains Library District actively supports and adheres to the American Library Association's [Library Bill of Rights](#) and abides by the laws of the State of Colorado and the U.S. Constitution concerning intellectual freedom.

The Reconsideration of Library Resources policy contains standards that identify the priorities and mission of public libraries. The District's Reconsideration of Library Resources policy is to comply with C.R.S. §24-90-122, as enacted in 2024.

### **Colorado Public Libraries standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities**

The District is governed in this policy by Colorado Revised Statute 24-90-122, Library Law:

(1) Definition. As used in this section, unless the context otherwise requires:

(a) "Library Resource" means material, both print and non-print, found in a Public Library that supports curricular or personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits...

(2) Standards. In addition to the powers and duties specified in Section 24-90-209, A Board of Trustees of a Public Library shall establish written policies for the acquisition, retention, display, and use of Library Resources and for the use of a Public Library Facility. In addition, The Board of Trustees of a Public Library that reconsiders Library Resources as specified in subsection (3) of this section shall establish a written policy for the reconsideration of a Library Resource. The Board of Trustees shall establish policies as required by this subsection (2) that, at a minimum, comply with the following standards:

(a) A Public Library serves as a center for voluntary inquiry and the dissemination of information and ideas;

(b) The public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a Public Library;

(c) Each Library Resource is provided for the interest, information and enlightenment of the community and should present diverse points of view in the collection as a whole;

(d) A Public Library shall not exclude a Library Resource because of the ethnic origin, ethnic background, or gender identity of those contributing to the creation of the Library Resource or because of the topic addressed by the Library Resource or the opinions expressed in the Library Resource;

(e) A Public Library shall not proscribe or prohibit the circulation or procurement of a Library Resource because of partisan or doctrinal disapproval of the Library Resource;

(f) It is the responsibility of a Public Library to challenge censorship in the fulfillment of its responsibility to provide information and enlightenment;

(g) A Public Library shall consider the perspectives of marginalized groups, including those identified in section 22-1-104 (1)(a);

(h) For a Public Library that provides facilities to the public, the Library shall make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, and

(i) A Public Library shall prohibit discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, or ancestry in the selection, retention, display, use or reconsideration of Library Resources and public meeting spaces.

(3) Reconsideration of library resources. (a) (I) Except as otherwise provided in subsection (3)(a)(II) of this section, a Public Library may remove a Library Resource from its permanent collection only if the Library Resource has been reviewed in accordance with an established policy for the reconsideration of Library Resources that complies with the requirements of subsection (2) of this section. A Public Library that has not established a policy for reconsideration of Library Resources or that does not comply with the requirements of subsection (2) of this section may not remove a Library Resource from its permanent collection.

(II) The provisions of subsection (3)(a)(I) of this section do not apply to routine collection maintenance and deaccession in accordance with a Public Library's established collection development and maintenance policy.

(b) The Board of Trustees of the Public Library that has established a policy for reconsideration of Library Resources that complies with the requirements of subsection (2) of this section and that reconsiders library resources in accordance with that policy shall make its reconsideration policy available to the public on its website.

(c) To make a request for reconsideration of a Library Resource, the individual making the request must reside in the legal service area of the library in which the request is made.

(d) A Public Library shall not reconsider the same Library Resource more than once every two years; except that a Public Library's established policy for the reconsideration of a Library Resource may specify a period longer than two years during which the Public Library will not reconsider the same Library Resource.

(e) (I) Once a final determination has been made for the Library Resource that is the subject of a request for reconsideration, the Board of Trustees shall make the determination and how it comports with the provisions of subsection (2) of this section available to the public.

(II) A Public Library shall not remove, discontinue or restrict a Library Resource as the result of a request for the reconsideration until the determination regarding the Library Resource has been made available to the public pursuant to subsection (3)(e)(I) of this section.

(f) A written request for reconsideration of a Library Resource is not a library user record as described in section 24-90-119 (1). A written request for reconsideration of a Library Resource is an open record under the "Colorado Open Records Act", Part 2 of Article 72 of this title 24...

### **Scope of the statute**

Section 1(a) defines "library resource" as material, both print and non-print, found in a public library that supports curricular or personal information needs. This includes books, magazines, newspapers, pamphlets, microfiche, microfilm, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs and exhibits. Section 2 of the statute provides standards for reconsideration review of the use and availability of library resources. Section 3 of the

statute allows for the District to implement a Reconsideration of Library Resources policy that complies with the standards in Section 2. A decision to remove or otherwise limit access to a library resource must consider the standards in C.R.S. §24-90-122(2).

### **Availability to the public**

The Reconsideration of Library Resources policy will be available to the public on the District's website. Once a final determination has been made for a library resource that is the subject of a request for reconsideration, the Board of Trustees shall make the determination and how it comports with the provisions of C.R.S. §24-90-122(2) available to the public.

### **Removal, discontinuance or restriction of a library resource**

Only after a final decision has been made for a library resource to be removed, discontinued or restricted and such decision has been made available to the public, may such removal, discontinuance or restriction occur.

### **Process for reconsideration of library resources**

1. Per statute, an individual making a request for reconsideration must reside in the legal service area for the library in which the request is made.
2. Following established procedures, staff will listen to the patron's objections and respond courteously.
3. If the explanation of the selection policies does not satisfy the patron, s/he will be given the Request for Reconsideration form to complete and return to the library.
4. The form should be forwarded to the appropriate Manager for review.
5. The appropriate Manager will gather pertinent information and will forward the reconsideration form, reviews, and a copy of the material under reconsideration to the Executive Director.
6. The Executive Director will review the challenge and respond to the patron in writing.
7. If the patron is not yet satisfied with the Executive Director's response, within 14 days of receipt of the response, s/he may contest the response and request that the Library Board of Trustees review the challenge and take appropriate action. The Executive Director's response is final if not contested in a timely manner.
8. The Library Board may elect to appoint a Reconsideration Subcommittee to review materials requested for reconsideration and make a recommendation to the Board.
9. The Library Board will make a decision. The Library Board's decision is final.
10. Prior to a final decision by the Board or a decision by the Executive Director that is not timely contested, the library resource may not be removed, discontinued, or restricted.
11. The District shall not reconsider the same library resource more than once every three years.
12. Per statute, a written request for reconsideration of a library resource is not a library user record, but an open record under the Colorado Open Records Act.



## Related documents

### Websites:

- [American Library Association Library Bill of Rights](#)
- [C.R.S. §24-90-119. Privacy of user records](#)
- [Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 \*et seq.\*](#)
- [Senate Bill SB-24-216 and C.R.S. §24-90-122 – Public libraries - standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities](#)
- [Request for Reconsideration of Library Materials form](#)
- [Request for Reconsideration of a Library Program form](#)

### Other policies:

- Open Records Requests
- Privacy of User Records
- Service Areas
- Service Areas Outside of the District
- Scope of Collection policy
- Criteria for Collection policy
- Artwork policy
- Meeting Spaces policy
- Posting and Distribution policy
- Soliciting, Free Speech and Fundraising Activities policy
- Programs policy
- Archival Collection policy
- Specialty Checkout policy

### Procedures:

- Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Reconsideration of Library Resources</b>
2024 – Jun 17	New. Required due to the passing of SB24-216 – Standards for Decisions Regarding Library Resources. This policy lays out the basis and foundational documents related to the selection, retention, display, and use of the District’s library resources, including materials, programming and meeting spaces. Explains how a resident of the District service area may request the reconsideration of any library resource and the reconsideration process.
2024 – Jul 15	Revised. Updates references to “Collection Resources Manager” to the more general “appropriate Manager” to address requests to reconsider a program.
Reviewed by	Executive Director, Legal Counsel

## **Copyright policy**

The High Plains Library District provides access to works that have legal protections for the creators of those works through copyright, licensing, patent, or trademark registrations.

The District will not knowingly purchase nor actively support access to bootlegged, pirated, or otherwise stolen content.

### **Rights and responsibilities of those wanting to duplicate content**

Those wanting to copy, print, or otherwise duplicate works take personal responsibility to respect the rights of those who created them. Copyright details as outlined in copyright law under Title 17 of the United States Code are posted on library copiers/printers.

Those duplicating works assuming protection from “Fair Use” should know that they can be held liable for copyright infringement by the courts. To minimize risk, those copying materials under “fair use” should consider all of the following four factors:

- For what purpose is this being used? For example, is the use for commercial purposes or nonprofit educational purposes?
- What is the nature of the work? It is not likely to be deemed fair use if it is someone else’s private correspondence or if it is widely available in a copyrighted form. The courts most strongly protect creative efforts such as fiction, music, poetry, feature films, and other creative works.
- What is the amount and the substantiality of the portion being copied? Copying a small piece of the work can be deemed not fair use if that piece was critical to the purpose of the work. Meanwhile, a satire can be protected even if it uses a large portion of the original work.
- What is the effect of the use upon the potential market for or value of the copyrighted work? If the work is widely available through market avenues and a substantial or pivotal portion of the work is wanted, it is best to purchase the work.

### **Licensing protecting corporate interests**

Online content and data access are usually obtained through licensing contracts. Signing a contract or clicking on a button saying one “accepts” the terms and conditions may mean that the user has agreed to not have access to copyright exemptions, as the contract takes priority over law.

### **Licensing protecting library services**

The District does purchase Public Performance rights licenses for movie and music use in library spaces. In addition, the District maintains a collection of materials that are purchased for professional use, as physical items better align with the First Sale Doctrine of copyright law.

Fair use does not cover potential patent or trademark infringement.

### **Intellectual property owners concerned about copyright infringement**

Those who believe their intellectual property has been copied in a way that constitutes copyright infringement, please submit a [High Plains Library District Comment, Suggestion or Question form](#). Please note in the form that this is for the Collection Resources Manager.

For a complaint to be valid under the Digital Millennium Copyright Act (DMCA), the following must be provided in writing:

- A physical or electronic signature of a person authorized to act on behalf of the copyright owner;

- Identification of the copyrighted work that is claimed to have been infringed;
- Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the library to locate the material;
- Information reasonably sufficient to permit the District to contact the complainant, such as an address, telephone number, and email address;
- A statement that there is a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement made under penalty of perjury that the above information is accurate and that the complainant is the copyright owner or is authorized to act on behalf of the owner.

UNDER FEDERAL LAW, KNOWINGLY MISREPRESENTING THAT MATERIAL OR ACTIVITY IS INFRINGING MAY BE SUBJECT TO CRIMINAL PROSECUTION FOR PERJURY AND CIVIL PENALTIES, INCLUDING MONETARY DAMAGES, COURT COSTS, AND ATTORNEYS' FEES.

Please note that this procedure is exclusively for notifying the District that copyrighted material has been infringed and is intended to comply with the District's rights and obligations under the DMCA, 17 U.S.C. §512, but does not constitute legal advice. The complainant should contact an attorney regarding rights and obligations under the DMCA and other applicable laws.

### **District action on copyright infringement claims**

The High Plains Library District does not take responsibility for the public's actions.

If a complaint regards District use of content for the District's purposes, the complaint will be reviewed with the District's legal counsel to determine appropriate action.

If the District receives notice from our Internet service provider that their services are being used to steal the intellectual property of others, the District will make a best effort to block that person from accessing the services. The patron in question can work with the library to discuss options.

### **Related documents**

#### *Websites:*

[U.S. Copyright Office, Copyright Law, Limitations on Fair Use](#)  
[Copyright Advisory Office at Columbia University, Fair Use](#)  
[Digital Millennium Copyright Act, 17 U.S.C. 512 \("DMCA"\)](#)  
[High Plains Library District – Comment, Suggestion or Question form](#)

#### *Other policies:*

Scope of Collection policy  
 Criteria for Collection policy  
 Genealogy Collection policy  
 Self-published Works policy  
 Patron Rights and Responsibilities statement  
 Internet Use policy

#### *Procedures:*

Copyright procedure  
 Photography and Video Recording procedure  
 Art Accession form

<b>Policy History</b>	<b>Copyright</b>
2012 – Feb 12	Copyright is included in “Collection Development Statement.” Added that the District will operate within provisions of corporate licensing agreements (in addition to United States copyright laws.)
2019 – Sept 16	Major revision. Definition of fair use; steps when one believes District has violated copyright; what District does when there are public violations
Reviewed by	Executive Director, Associate Director of Public Services

## ***Archival Collection policy***

The purpose of the High Plains Library District Archive is to organize, protect, preserve, and provide access to historical materials primarily pertaining to the District for present and future generations. The District's archive consists largely of two non-circulating collections: the Institutional Collection and the Greeley Tribune Collection. The acquisition of local history primary source materials unrelated to these collections is not a focus of the District at this time.

The Institutional Collection contains administrative and historical records in multiple formats such as documents, photographs, maps, audiovisual materials, oral history interviews, scrapbooks, ephemera, books, pamphlets, architectural drawings, periodicals, digital files, and artwork. Materials are added to the archive according to guidelines established by the Colorado State Archives' Special Districts Records Management Manual and recommendations developed by District staff to reflect our individual needs. Procedures for organizing, maintaining, and utilizing the Institutional Collection follow standard archival practices such as those set forth by the Society of American Archivists.

The Greeley Tribune Collection also contains multiple formats including bound newspaper volumes; loose, unbound newspapers; newspaper clippings; books; architectural drawings; and a photo archive consisting of negatives, printed photographs, and digital photograph files.

### **Donations**

Gifts and donations are important supplements to the archival collections. The library will accept gifts of materials relating to the history of High Plains Library District and its antecedents and materials related to the *Greeley Tribune*. We will only accept items in good condition.

### **Collection maintenance**

Decisions concerning the removal of materials from the archive are made by professional staff and are based on the following criteria:

- Materials do not meet the archive collection policy selection criteria
- Legal restrictions, possession of valid title and the donor's intent
- Storage capacity of the archive
- Pattern of use
- Materials are damaged or deteriorated to a degree to be unusable and/or a threat to other items in the archive
- Subject cannot be placed in any identifiable historical context or is determined to have minimal research value
- Materials are duplicated in another collection or are held by another public institution

The District also promotes access to archival materials through partnerships with local and county museums as well as historical and genealogical societies. Contemporary Weld County stories are captured in digital audio format via Weldcast. Access to these stories is available through the District website.

### **Reconsideration**

Individuals who reside within the legal boundaries of the High Plains Library District may express concerns about library materials, programs, displays, and exhibits by submitting a Request for Reconsideration form in accordance with our Reconsideration of Library Resources policy.

## Related documents

### *Websites:*

- [Colorado State Archives Special Districts Records Management Manual](#)
- [Society of American Archivists](#)
- [Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources](#)
- [Request for Reconsideration of Library Resources form](#)

### *Other policies:*

- Scope of Collection policy
- Criteria for Collection policy
- Copyright policy
- Donations policy
- Reconsideration of Library Resources policy

### *Procedures:*

- Collection Development procedure
- Copyright procedure
- Donation procedure
- Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Archival Collection</b>
2024 – Jun 17	New. Provides a way to retain and professionally manage the historical materials contained in the Institutional Collection and the Greeley Tribune Collection, as these collections differ significantly in scope and nature from usual public library collections.
Reviewed by	Executive Director, Collection Resources Manager

## **Genealogy Collection policy**

Genealogy collections should begin with available local history materials and local records for the community which the library serves. For the District, this includes all of Weld County and the town of Erie.

These collections include such items as family histories and genealogies of local families, any vital records available (births, deaths, wills, probate, etc.), local newspapers, maps of the area, cemetery records, county histories, collections of historical importance to the area, and access to the Master File Index. These items may be found in various formats, including microform, print, and digital.

The purpose of the collection is to support basic research needs of the community served, based on ethnic and religious backgrounds and countries of origin, while representing the majority, if not all, of patrons in the area.

The majority of this collection does not circulate and as such, has unique policies regarding its growth and maintenance.

### **Selection criteria**

The following criteria are considered when adding materials to the collection:

- Geographic relevance
- Families of local interest
- Accuracy and ease of use of item
- Price, availability, and condition
- Digital access

### **Donations**

Gifts and donations are important supplements to the collection. The library will accept gifts of materials relating to local families, local history, all of Weld County and Erie, and possibly Colorado in general. We will only accept items in good condition.

### **Collection maintenance**

Genealogy resources are not weeded as aggressively as the regular library collection. Items may be replaced by newer editions or copies as they become available. Items in extremely poor condition may be removed for preservation.

### **Related documents**

*Websites:*

[American Library Association Freedom to Read Statement](#)

[American Library Association Freedom to View Statement](#)

[American Library Association Library Bill of Rights](#)

*Other policies:*

- Scope of Collection policy
- Criteria for Collection policy
- Interlibrary Loan policy
- Copyright policy
- Self-published Works policy
- Donations policy
- Circulation policy

*Procedures:*

- Collection Development procedure
- Copyright procedure
- Donation procedure
- Material Reconsideration procedure

<b>Policy History</b>	<b>Genealogy Collection</b>
2019 – Sept 16	New. Written because there are aspects of genealogy collection not applicable to other parts of collection
Reviewed by	Executive Director, Collection Resources Manager



## ***Self-published Works policy***

The library primarily purchases books published by commercial publishers that fit the library's selection criteria and priorities for selection. The District may also acquire self-published books or e-books when they include content that fits the library's collection and meets the selection criteria listed in the collection development policies.

E-books must either be available through the District's established e-book partners to be considered for the collection or donated to the library as a file in EPUB format, along with a signed license agreement.

The District gives strong consideration to local authors, and to works that have received a positive review in one or more of the major library review journals (e.g., Library Journal, Booklist, Publishers Weekly, etc.) or major local publications like the Greeley Tribune.

### **Email**

Self-published authors wishing to recommend their works for addition to the library collection are encouraged to contact the Collection Development Department using the [High Plains Library District Comment, Suggestion or Question](#) form. The following information should be included:

- Basic information about the book: title, author, ISBN, publisher, date of publication, number of pages, and price.
- Link to the book's website and links to reviews or other coverage in the news media, if available.
- Brief description of the book, its intended audience and information about how or where to buy it.

### **Mail**

Authors should not submit a review copy for consideration. Fliers or promotional materials may be mailed to the following address:

High Plains Library District  
Attn: Collection Resources Manager  
2650 W 29<sup>th</sup> Street  
Greeley, CO 80631

Due to the volume of submissions, the District is not always able to notify an author if an item has been added to the collection or not. Authors may check the District catalog at [MyLibrary.us](http://MyLibrary.us) to see if their titles are listed.

### **Review copies**

If a review copy is sent to the District, it will not be returned and it is subject to our collection criteria. If it is added to the collection it will appear in our catalog. Materials that are not selected will be repurposed – resold for fundraising, recycled, or put to other uses.

### **Related documents**

*Websites:*

[American Library Association Freedom to Read Statement](#)  
[American Library Association Freedom to View Statement](#)  
[American Library Association Library Bill of Rights](#)  
[High Plains Library District – Comment, Suggestion or Question form](#)  
[MyLibrary.us](http://MyLibrary.us)

*Other policies:*

- Interlibrary Loan policy
- Copyright policy
- Criteria for Collection policy
- Genealogy Collection policy
- Donations policy

*Procedures:*

- Collection Development procedure
- Copyright procedure
- Donation procedure
- Material Reconsideration procedure

<b>Policy History</b>	<b>Self-published Works</b>
2018 – Aug 20	Included as part of “Collection Development policy” and titled “Guidelines for Authors.”
2021 – Nov 15	Broken out into a separate policy.
Reviewed by	Executive Director, Collection Resources Manager

# FACILITIES

## ***Alcohol at Events policy***

Consumption of alcoholic beverages on High Plains Library District property must have the approval of the Executive Director or the Board of Trustees. See also Meeting Spaces policy.

### **Related documents**

*Other policies:*

Meeting Spaces policy

*Procedures:*

Alcohol at Events procedure

Employee Handbook – Drugs and Alcohol

Meeting Room procedures

<b>Policy History</b>	<b>Alcohol at Events</b>
2009 – Feb	New. Includes “Alcohol at Events Policy” and “Alcohol at Events Procedure.”
2012 – Feb 12	“Alcohol at Events Procedure” is moved to Procedures Manual
2015 – Apr 24	Minor change to use consistent language that places Executive Director first.
2020 – May 18	Reviewed but no changes
Reviewed by	Executive Director

## **Artwork policy**

The High Plains Library District aims to build facilities which are aesthetically pleasing. The District also supports and encourages local artists. Accordingly, the District accepts donations and loans and makes purchases of artwork.

In addition, the District may permit local artists to sell artwork in the library.

For other types of donations, see the District's Donations policy.

### **Definition**

Art is defined in state law [C.R.S. §24-48.5-312 – Art in Public Places Program](#) as “original creations of visual art including, but not limited to: sculpture; painting (whether portable or fixed, as in the case of murals); mosaics; photographs; crafts made from clay, fiber and textiles, wood, glass, metal, plastics, or any other material, or any combination thereof; calligraphy; mixed media composed of any combination of forms or media; unique architectural stylings or embellishments, including architectural crafts; environmental landscaping; and restoration or renovation of existing works of art of historical significance.”

### **Art donations and purchases**

- Artwork is selected based on alignment with the District's mission, décor, and availability of display space as determined by the Executive Director.
- Donated and purchased artwork will be formally added to the District's holdings of owned art.
- Donated and purchased artwork will not necessarily be displayed in the same location on a permanent basis.
- Donated and purchased artwork will be covered by the District's insurance.
- Items may be removed from the library location based on condition and whether the item fits with the library environment.
- An Art Accession form must be completed by the donor/seller.

### **Art loans**

- Artwork is accepted for a set period of time as determined by the Library Manager or designee.
- Loaned artwork will not be added to the District's holdings of art.
- Loaned artwork may be transferred to another location but is typically only in one location.
- Items with a value that is less than \$25,000 that are damaged or stolen while on display will be covered by the District's insurance. If the item is valued higher than \$25,000, the owner of the artwork is strongly encouraged to purchase additional insurance at their own expense. The District is not responsible for any damage done during transport, delivery, or placement.

### **Reconsideration**

Individuals who reside within the legal boundaries of the High Plains Library District may express concerns about library materials, programs, displays, and exhibits by submitting a Request for Reconsideration form in accordance with our Reconsideration of Library Resources policy.

**Related documents**

*Websites:*

- [C.R.S. §24-48.5-312 – Art in Public Places Program](#)
- [Art Exhibition Application](#)
- [Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources](#)
- [Request for Reconsideration of Library Resources form](#)

*Other policies:*

- Donations policy
- High Plains Library District Foundation policy
- Meeting Spaces policy
- Reconsideration of Library Resources policy
- Sponsorship policy

*Procedures:*

- Artwork procedure
- Donation procedure
- Art Accession form
- Art Deaccession/Transfer form
- Reconsideration of Library Resources procedure
- Sponsorship procedure

<b>Policy History</b>	<b>Artwork</b>
1991 – July	Titled “Display and Exhibits Policy and Guideline.” Earliest known version.
2002 – Nov	Titled “Display and Exhibits Policy and Guideline.” Added paragraphs to indicate District not responsible for damage and doesn’t insure items. Requires lender to sign agreement.
2009 – Feb	Titled “Display and Exhibits Policy and Guideline.” Added language and separated into “Display and Exhibits Policy”, “Display and Exhibits Guideline”, “Display and Exhibits Procedure.”
2009 – Feb	New section titled “Artwork.” Includes Art accession and deaccession procedure.
2011 – Mar 21	Titled “Display and Exhibits Policy and Guideline”. Separates Art acquisition and deaccessioning practices from Display practices. All references to loans were moved to “Displays and Exhibits” section. Ability to sell art if accompanied by donation to Foundation added.
2012 – Feb 12	“Displays and Exhibits Procedure” moved to Procedure Manual.
2015 – Apr 24	Titled “Display and Exhibits Policy and Guideline.”
2015 – Apr 24	“Art Exhibit application” form included on the MyLibrary website, with links from policy manual (in sections on “Art Guideline”, “Displays and Exhibits Policy and Guideline”, “Gifts and Donations”)
2020 – Dec 7	Titled “Display and Exhibits Policy and Guideline.” This was absorbed into Artwork policy.
2020 – Dec 7	Titled “Artwork policy.” Content is the same, but the Art Policy and Guideline, Displays and Exhibits Policy and Guideline are all combined under “Artwork Policy.”
2024 – Jun 17	Revision. Information such as which branches have art display walls, information about the Art Exhibit Application, and information about artists selling their artwork move to the Procedures Manual and are included on the Art Exhibition Application form. Adds reference to Reconsideration of Library Resources policy.
Reviewed by	Associate Director of Public Services

## **Facilities Master Plan**

The High Plains Library District policies and procedures concerning facilities is contained in a document separate from this Policy Manual. The document is entitled “High Plains Library District Facilities Master Plan” dated September 6, 2019. The Master Plan includes population forecasts, provides a prototype for facilities, guiding principles, assessments of current facilities, and makes recommendations for future facilities planning.

### **Related documents**

*Websites:*

[High Plains Library District Facilities Master Plan, 2019](#)

*Other policies:*

Service Delivery

Service Areas

Mobile, Outreach, Virtual Services and Events & Experiences Services

Service Areas Outside of the District

<b>Policy History</b>	<b>Facilities Master Plan</b>
2009 – Feb	Earliest known version. Title is “Establishment of District Facilities Procedure.” Identifies the criteria for establishing library facilities, site selection, and sharing facilities with other entities. The policy includes links to a separate document titled “Facilities Master Plan 2004-2014”.
2012 – Feb 20	The “Establishment of District Facilities Procedure” no longer appears in the Policy Manual. There is a link under the Service Delivery Statement to the “Facilities Master Plan 2004-2014”.
2013 – Feb 11	Library Board approves “Facilities Master Plan 2013-2022.” Policy Manual adds Service Area Definitions, Establishment of District Facilities Guideline, Outreach Service Area Definitions, Colorado Library Card Rules. These appeared previously in other documents such as the Facilities Master Plan.
2019 – Sept 6	The section on Establishment of District Facilities Guideline is removed because the information is now included in the Facilities Master Plan dated Sept 6, 2019.
2021 – July 19	This section was added to provide a cross reference to the Facilities Master Plan dated Sept 6, 2019.
Reviewed by	Executive Director

## **Flag policy**

### **Outdoor flags**

The High Plains Library District displays and maintains the United States and Colorado State flags on outdoor, lighted flag poles at all branch locations. The District displays the flags in accordance with the [United States Code Title 4 Chapter 1 – The Flag](#).

The District flies the flags at half-staff on the following days:

- May 15 Peace Officers Memorial Day
- Last Monday in May (Memorial Day)
- September 11 Patriot Day
- December 7 Pearl Harbor Remembrance Day
- By order of the President of The United States
- By order of the Governor of The State of Colorado

Inclement weather conditions may cause a delay in flags being lowered to half-staff.

### **Indoor flags**

The High Plains Library District displays the United States Flag during regular board meetings of the High Plains Library District at all branch locations. Members of the public who want to display the United States flag during a meeting or event scheduled in one of the District’s meeting rooms may request it through the District’s online room reservation service under “Equipment.”

### **Related documents**

*Websites:*

[United States Code Title 4 Chapter 1 – The Flag](#)

*Procedures:*

Flag Raising and Lowering procedure

<b>Policy History</b>	<b>Flags</b>
2019 – Sept 16	New. Added in response to Board decision to post U.S. flag at Board meetings and outside facilities.
Reviewed by	Executive Director, Board of Trustees, Facilities Manager

## ***Lost and Found policy***

The District and its employees are not responsible for the security of personal items brought into any District facility.

The disposition of items left in the library depends upon safety and privacy concerns. Items presenting a hazard will be disposed of immediately.

The District cannot guarantee that a found item will be in its original condition.

District employees are not allowed to claim and/or obtain abandoned property left on District premises.

### **Related documents**

*Other policies:*

Patron Rights and Responsibilities statement

*Procedures:*

Lost and Found procedure

HPLD Sierra Service Desk Guide

<b>Policy History</b>	<b>Lost and Found</b>
2020 – June 15	New. Identifies how long items will be retained and proper disposition.
2024 – July 15	Revised. Removes procedural information. Adds verbiage from other library systems' policies.
Reviewed by	Associate Director of Public Services



## ***Meeting Spaces policy***

### **Colorado Public Libraries standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities**

The District is governed in this policy by Colorado Revised Statute 24-90-122, Library Law:

#### **(2) Standards.**

(h) For a Public Library that provides facilities to the public, the Library shall make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use; and

(i) A Public Library shall prohibit discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, or ancestry in the selection, retention, display, use or reconsideration of Library Resources and public meeting spaces.

### **Purpose of meeting spaces**

There are two primary purposes for the meeting spaces of the library:

1. To provide space for library-sponsored activities of interest to the public.
2. As a support of the First Amendment “right of the people to peaceably assemble”, a community meeting place for the presentation, discussion, and exchange of information on a wide variety of ideas. Toward this end, the District rooms are intended to be used without cost.

### **Library-sponsored activities**

Library-sponsored activities have priority over meetings booked by the public. It is rare, but it may be necessary to revoke a reservation when the room is needed for library purposes.

### **Open meetings**

All library-sponsored activities are free and open to the public. On occasion, a library-sponsored event may collect funds to cover the cost of materials used, especially when the materials are given to a patron for their use. Library programs are sometimes targeted toward age-appropriate or other specific audiences, such as storytimes.

There is no such requirement for meetings initiated by the public. A meeting can be restricted to select individuals.

### **Financial considerations**

There is no fee to use the rooms. There are some finance-related issues to be aware of when reserving and using the rooms (see [MyLibrary.us – Meeting Rooms](#)).

### **Permitted and non-permitted uses**

Meeting rooms are available for booking by the general public during normal library hours provided they are not scheduled for library events.

Alcohol use is not permitted. Alcohol may on occasion be allowed at events when expressly pre-approved by the Executive Director or the Board of Trustees. See also Alcohol at Events policy.

A meeting organizer may charge a fee to attend their event. Soliciting or peddling to participants is allowed in the meeting rooms, but not outside the meeting rooms.

Signing of petitions is permitted within meeting room spaces but not outside the meeting rooms. It is also permitted outside of the library, provided it does not impede use of the library. See also the Soliciting, Free Speech and Fundraising Activities policy.

A sign on the door or wall outside the meeting room, indicating the name of the meeting, is allowed; however, directional signs about the event elsewhere within the library, are not.

Interfering with the ability of patrons and staff to use the library is prohibited. This would include, for example, approaching patrons to persuade them to come to a meeting or having a sandwich board advertising the event outside the meeting room.

The library reserves the right to cancel or refuse use of the rooms at any time.

The District does not operate or manage Youth Related or other Activities on its premises when a third-party reserves and uses the library or library space for its own activity. The District does not sponsor, endorse, operate or manage events and activities promoted or engaged in by those who reserve and utilize library spaces and the sponsoring entity is responsible for all supervisions, operations and management of such events.

### **Non-residents**

Individuals who do not reside within the High Plains Library District boundaries can reserve and use District meeting spaces.

### **Minors**

An adult (age 18 and over) must be present while the meeting room is in use.

There is no age restriction on who may *reserve* a meeting space.

Study rooms are available to all ages.

### **Related documents**

#### *Websites:*

[MyLibrary.us – Meeting Rooms](#)

[Senate Bill SB-24-216 and C.R.S. §24-90-122 – Public libraries - standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities](#)

#### *Other policies:*

Alcohol at Events policy

Soliciting, Free Speech and Fundraising Activities policy

Photography and Video Recording policy

#### *Procedures:*

Meeting Room procedures

Alcohol at Events procedure

Weather Closures procedure

Soliciting, Free Speech and Fundraising Activities procedure

Photography and Video Recording procedure

<b>Policy History</b>	<b>Meeting Spaces</b>
1994 – Mar 28	New. Appears as an addendum to policy manual.
2007 – Feb 19	Similar to 1994 version, but with additions pertaining to use of the Nomad system, changes to damage deposits
2009 – Feb	Major revision. Broken out into “Meeting Rooms Policy”, “Meeting Rooms Guideline”, “Meeting Rooms Procedure”, “Meeting Room Rules”.
2011 – Mar 21	In Guideline, made separate document about security deposits and statement about fees from some meeting rooms. Added time limit for how long room is guaranteed. Adjusted for variations in DSS facility. Provided information about using library study rooms.
2012 – Feb 12	Revision. “Meeting Rooms Procedure” moved to Procedure Manual. Also added a rule about what library will provide and what supplies need to be provided by patron.
2014 – Mar 17	Revision. Clarified when alcoholic beverages permitted; clarified that adult presence is required in meeting rooms.
2018 – Oct 15	Major revision. Rearranged the information; added opening statement about purpose of meeting rooms; clarified some points in the policy.
2020 – May 18	Revision. Reviewed to align with policies on alcohol and solicitation, first amendment rights and fund-raising; allows reservations regardless of fines; adds vaping as prohibited activity; clarifies conditions for soliciting, free speech, fundraising; disallows early room setups; clarifies reservations without a library card; requires that an adult (age 18 and up) to be present at meetings.
2021 – July 19	The following paragraph was removed: <i>The District will deny use to groups that, in the judgment of the District representative, have as their purpose to advance any doctrine or theory subversive to the Constitution; laws of the United States, or State of Colorado; or that advocate social or political change by force or violence.</i> It was removed on advice of legal counsel that case law would not support this restriction.
2021 – Dec 13	A sentence was added to clarify that when a patron checks in to use a meeting room, they need to present their library card. If they don’t have it, they must present a photo ID. If they have neither, the patron must be able to establish that they have a valid account.
2024 – Jun 17	Revision. Retitled “Meeting Spaces Policy” to be more inclusive of all meeting spaces, such as study rooms and conference rooms. Removes procedural information that is available in the Terms and Conditions on the District’s Meeting Spaces webpage, including specifics of Financial Considerations and the sections Reservations, Frequency of Use, Room Maintenance and Supplies, and Courtesies to Staff and Patrons. Removes redundant information about illegal activities and drugs, as that is explained in other policies. Removes the section Online Meetings, as the District has discontinued this service. Adds a paragraph stating that the District does not operate or manage youth-related activities when a third-party reserves a meeting space, on recommendation of the State Library’s attorney, in light of Senate Bill 21-088, the Child Sexual Abuse Accountability Act.
Reviewed by	Associate Director of Public Services

## ***Pandemic Disease policy***

An epidemic is the spread of a disease rapidly and above the normal level through one or more communities. A pandemic is the worldwide spread of a new disease.

In an epidemic or pandemic, the balance is between safety (of public and staff) and the role of libraries as a key gathering place and resource in the community. In evaluating actions to take, the District considers (1) resources to provide guidance (2) decision-making authority and (3) broad strategies for addressing the threat and spread of the disease.

### **Resources**

In cases where the District is allowed *discretion*, the resources for assisting the District in making decisions are:

- Nationally – the Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH)
- State – Colorado Department of Public Health and Environment (CDPHE)
- Local – Weld County Department of Public Health and Environment (WCDPHE)
- Libraries – Colorado State Library (CSL)

### **Authority**

By the very nature of a pandemic, organizations may have limited or no decision-making authority. Federal, state and local governments may *direct* decisions through executive orders or advisories. Where there are discrepancies among these authorities, the District policy is to (1) abide by the most local authority and (2) take the course of action most likely to guarantee public and staff safety. Adjustments can be made based on unexpected circumstances.

### **Broad strategies**

There are three broad strategies for addressing the spread of disease:

- Level 1 is to continue normal operations and to address through standard individual hygiene practices and increased cleaning of facilities.
- Level 2 is to reduce the number of large gatherings and practice social distancing (defined as at least six feet of separation).
- Level 3 consists of extreme preventative measures, such as closing down facilities, requiring the public and employees to shelter in place, and delivering library services online or by limited social interaction such as curbside service.

Whether libraries are identified as an essential service varies by community. The District follows Weld County government or health departments as the authority on this issue.

These broad strategy levels may not occur in order. The threat may be so severe that Level 3 strategies take place at the earliest signs. Conversely, as the threat of a pandemic is perceived to be lessening, these strategies may take place in reverse order.

The specific strategies for each level are described under the procedure for Pandemic Diseases.

## Related documents

### Websites:

- [Centers for Disease Control and Prevention – Coronavirus Disease 2019 Situation Summary](#)
- [Centers for Disease Control and Prevention – Coronavirus Disease 2019 Frequently Asked Questions](#)
- [National Institutes of Health – Coronavirus \(COVID-19\) Information](#)
- [Colorado Department of Public Health and Environment – Information on the Outbreak of COVID-19](#)
- [Weld County Department of Public Health and Environment](#)
- [National Network of Libraries of Medicine – A Guide to COVID-19 for Public Libraries](#)

### Procedures:

- Pandemic Disease procedure
- Weather Closures procedure
- High Plains Library District Safety Manual

<b>Policy History</b>	<b>Pandemic Disease</b>
2020 – May 18	New. Identifies resources for making decisions on pandemic; which authority prevails in cases of conflicting information; identifies the broad strategies for managing a pandemic.
Reviewed by	Executive Director

## **Photography and Video Recording policy**

Library facilities are a “limited public forum.” This means that many activities, such as photographing and video recording, are permissible because the library is a public facility. But, library staff can set limits of “time, manner, or place” for reasons of safety and the reasonable maintenance to maintain library operations. There are policies that apply to the public, staff, and media, as well as general rules of courtesy.

### **Public**

The public can take photos or videos in any public area. This does not apply to restrooms or staff areas. Photos and videos are permissible in meeting rooms, if this is approved by those using the room. Photographic equipment such as tripods or lighting, unless approved by library staff, is not permitted because of potential safety concerns. Photographing and video recording cannot interfere with the library staff’s ability to conduct business or present a safety risk.

### **Staff**

In order to provide some level of privacy for patrons all locations have posters to indicate that a patron’s presence at an event permits staff to use their likeness in photos and videos of the event. The poster asks patrons to notify staff if this presents a concern.

### **Media**

Photos and videos by the media are welcome. Because this often entails the use of bulky equipment, the District asks that arrangements are made with library staff in advance to ensure that conditions are kept safe and that library operations are not disrupted.

### **General**

In addition to policies noted above, the District asks that photographers refrain from disturbing other library users, and from taking photos or videos of specific copyrighted materials for the purpose of redistribution.

### **Related documents**

#### *Websites:*

[ACLU Know Your Rights – I want to take pictures or shoot video at a protest](#)

[ALA Office for Intellectual Freedom – Auditing the First Amendment at Your Public Library](#)

[CIRSA – “First Amendment Audits” coming to your town?](#)

[Colorado State Library Quick Guide for C.R.S. §24-90-119 – Privacy of User Records](#)

#### *Other policies:*

Meeting Spaces policy

Soliciting, Free Speech and Fundraising Activities policy

#### *Procedures:*

Meeting Room procedures

Soliciting, Free Speech and Fundraising Activities procedure

Photography and Video Recording procedure

<b>Policy History</b>	<b>Photography and Video Recording</b>
2020 – May 18	New. Identifies locations where photos and videorecording by public are allowed as well as staff and media limitations.
2021 – May 17	Revised to reflect that Photo/Video releases are no longer required.
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

## ***Posting and Distribution policy***

The High Plains Library District actively supports the American Library Association Freedom to Read and the Freedom to View statements.

In keeping with these statements, the Library will accept materials from individuals or groups who wish to disseminate information to the Library's patrons within limitations of District procedures.

### **Limitations**

- Single copies of postings
- Posted no longer than one month
- Priority given to local events, non-profit organizations, local service offerings
- Only non-partisan election materials
- Materials left for distribution without approval may be discarded

### **Non-endorsement**

Use of Library facilities, including grounds, does not constitute endorsement of the materials or an event by the High Plains Library District.

### **Related documents**

*Websites:*

- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [The Fair Campaign Practices Act \(FCPA\) C.R.S. §1-45-101](#)
- [Article XXVIII of the Colorado Constitution](#)

*Other policies:*

- Patron Rights and Responsibilities statement
- Artwork policy
- Meeting Spaces policy
- Soliciting, Free Speech and Fundraising Activities policy

*Procedures:*

- Posting and Distribution procedure
- Artwork procedure

<b>Policy History</b>	<b>Posting and Distribution</b>
2002 – Nov	New. Titled “Guidelines for the posting of non-library materials and the distribution of non-library publications.”
2009 – Feb	Revision. Separated into “Posting and Distribution Policy” and “Posting and Distribution Procedure.”
2012 – Feb 12	“Posting and Distribution Procedure” is moved to Procedures Manual.
2019 – Sept 16	Revision. Identifies limitations on materials posted or distributed, especially election materials
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services



## **Security Cameras policy**

The District seeks to strike a balance between guarding patron privacy while ensuring reasonable standards of safety and security. The District's primary objective in using security cameras is to protect the safety and security of patrons and staff. Property is a secondary concern.

### **Conditions on use**

- Pursuant to C.R.S. § 24-90-119, the public is prohibited from viewing security camera footage that contains personally identifying information about library users. Under this statute, there are limited circumstances under which this information will be disclosed. If the Executive Director receives a request from the public to inspect security camera footage, the requestor will be advised as to whether they qualify for any of the listed exceptions. Images are subject to Colorado Open Records Act (CORA) C.R.S. §24-72-201 et seq.
- Security cameras are not monitored continuously by library staff.
- Security cameras will not be placed in areas where there is a reasonable expectation of privacy.
- Security cameras are not positioned to intentionally identify a person's reading, viewing, or listening activities.
- Only library staff who have designated authority can access security camera information.
- For cases initiated *by the District*, whether human safety or property concerns, the Executive Director or designated staff may provide security camera information to law enforcement.
- For cases initiated *by law enforcement* involving urgent human safety or criminal concerns, the Executive Director or designated staff *may* provide security camera information to law enforcement without requiring a warrant if necessary for the reasonable operation of the library.
- For cases initiated *by patrons or law enforcement agencies*, the Executive Director or designated staff may provide security camera information to law enforcement when presented with a legal warrant, court order or subpoena stating the time and location.
- For cases initiated by the *Federal Bureau of Investigation (FBI)* under the Foreign Intelligence Surveillance Act (FISA), only the Executive Director can approve a request, or an Associate Director in absence of the Executive Director. Staff contacted cannot discuss any information about the request, except with their Manager, the Associate Director, the Executive Director, and the District's legal counsel.
- Images may be shared with other library staff to identify person(s) who have been suspended and to take appropriate action based thereon.
- Security camera footage shall be retained pursuant to requirements promulgated by the State of Colorado. This retention period may be enlarged or shortened at the direction of legal counsel or as required by law.

### **Personal responsibility**

The use of security cameras by the District does not supplant the requirement for patrons and staff to exercise personal responsibility as it pertains to their own safety and the security of personal property. Security cameras will not be monitored on a continual basis, and should not be relied upon to prevent, detect, or deter criminal or mischievous behavior. High Plains Library District is not responsible for loss of property or personal injury.

## Related documents

### Websites:

[Colorado State Library Quick Guide for C.R.S. §24-90-119 – Privacy of User Records](#)  
[Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#)  
[USA FREEDOM Act](#)

### Other policies:

Patron Rights and Responsibilities statement  
Privacy of User Records policy

### Procedures:

Privacy of User Records procedure  
Security Cameras procedure

<b>Policy History</b>	<b>Security Cameras</b>
2018 – Oct 15	New. Balances importance of safety and security with need for patron privacy.
2024 – Sept 16	Revised. Updated to reflect the sunseting of the USA PATRIOT Act and the subsequent adoption of the USA FREEDOM Act. The USA FREEDOM Act allows employees to let their manager know if this Act has been used to request library records.
Reviewed by	Associate Director of Public Services

## **Service Animals policy**

In compliance with the Federal Americans with Disabilities Act (ADA), service animals (including those in training) are welcome at the High Plains Library District. Animals that are not designated as service animals are not permitted in any library facility, unless they are included in an approved library program.

### **Service animal defined**

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal must be directly related to the individual’s disability.

Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

### **Requirements concerning service animals**

According to ADA, library staff has the right to ask the animal’s handler two questions: (1) "is the dog a service animal?" and (2) "what work or task has the dog been trained to perform?"

The handler is not required to provide documentation about the service animal or to prove a disability. Service animals are not required to be licensed or certified, or to be identified by a special harness or collar.

Service animals must be on a leash or harness always, unless the use of a leash or harness interferes with the animal’s effective performance of its task. If the animal cannot be leashed or harnessed, it must always be under the handler’s control via voice, signals, or other effective means.

The animal’s handler is solely responsible for the supervision and care of the animal and must be in full control keeping the animal directly with them at all times.

### **Conditions for removing a service animal**

The library retains discretion to exclude or remove a service animal from library property if:

- The service animal is out of control and/or the service animal’s handler does not effectively control the service animal’s behavior
- The service animal is not housebroken
- The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications
- Permitting the service animal would fundamentally alter the nature of the service, program or activity

The animal’s handler will be responsible for any damage to Library or personal property and any injuries to individuals caused by the service animal. Anyone using a service animal on library property will hold the High Plains Library District harmless and indemnify the High Plains Library District from any such damages.

## Related documents

### *Websites:*

- [U.S. Department of Justice ADA Requirements – Service Animals](#)
- [ADA National Network -- Service Animals and Emotional Support Animals](#)
- [Frequently Asked Questions About Service Animals and the ADA](#)
- [Assistance Dogs International \(ADI\) Standards](#)
- [How can I tell if an animal is really a service animal and not just a pet?](#)

### *Other policies:*

Patron Rights and Responsibilities statement

### *Procedures:*

Service Animals procedure

<b>Policy History</b>	<b>Service Animals</b>
2018 – Aug 20	New to policy manual. Former procedure was to allow all animals; this new policy restricts to service animals only.
Reviewed by	Associate Director of Public Services

## **Smoking policy**

Smoking of any type is not permitted within any High Plains Library District facility or within 25 feet of any major entryway, unless otherwise posted, in order to eliminate the health effects associated with smoking inside or near the exterior of the building.

### **Related documents**

*Other policies:*

Meeting Spaces policy

*Procedures:*

Employee Handbook – Smoking

Meeting Room procedures

<b>Policy History</b>	<b>Smoking</b>
2007 – Feb 19	New. No smoking allowed within 25 feet on entryway.
2009 – Feb	Similar to 2007 but rearranged.
2014 – Mar 17	Revision. Added language to exclude smoking of marijuana or tobacco products.
2015 – Apr 24	Revision. Amended language to exclude smoking of “any type” and added phrase to indicate some locations may have signs posted that exceed standard distance of 25 feet.
2021 – July 19	Review. Added a cross reference to Meeting Room Policy
Reviewed by	Executive Director

## ***Soliciting, Free Speech and Fundraising Activities policy***

High Plains Library District is dedicated to protecting the rights of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere and to facilitate the use of library services and resources. This requires balancing free speech rights with the rights of others who do not want to be approached or have access impeded.

### **Soliciting and selling of goods or services**

Soliciting, vending, peddling, product sampling and other interactions in pursuit of selling goods or services or entreating library patrons or staff are prohibited in the library, with these exceptions:

- Meeting room spaces
- Community Bulletin Board
- Artist's works of art
- Organizations with which we partner

Outside the library, the District can regulate soliciting on any property owned or leased by the District. Criteria for allowing these activities include:

- Non-profit organizations only
- Organizations that are partnering with the District
- The activity supports the District's mission
- Is approved by the Executive Director or Library Board
- Is regulated by time, manner and location, but not by content of message
- Must not hinder access to the library, pedestrian flow or harass pedestrians

See also: Meeting Spaces Policy, Meeting Room Procedures, Posting and Distribution Policy and Posting and Distribution Procedure.

### **Petitioning and free speech activities**

Spaces outside of the library constitute a *public forum*, which means that free speech activities are permitted as long as they do not impede safe pedestrian flow, harass or bother patrons, or block access to library entries, exits or book return areas. Spaces inside the library constitute a *limited public forum*, which means that there can be restrictions based on time, manner, or location.

Free speech activities, because they are in the United States Constitution, have a higher level of protection than other activities such as soliciting and fundraising. Accordingly, the District is as supportive of first amendment activities as allowable within the restrictions of time, manner or location.

Examples of appropriate free speech activities include, but are not necessarily limited to petitioning, distributing leaflets and campaigning. These are permitted outside the library. Within the library, they are permitted only in the library meeting spaces. Photographing and video recording is permitted throughout the library. See also the Meeting Spaces policy and the Photography and Video Recording procedure.

The presence of canvassers outside of the library does not constitute the library's endorsement of the policies, beliefs, or political affiliations of petitioning persons or groups, nor does it constitute an endorsement of any candidate, or initiative.

## Fundraising

Fundraising is limited to efforts conducted under the auspices or permission of the High Plains Library District Foundation. Ideas and suggestions should be sent to the Foundation Director.

High Plains Library District employees may engage in limited solicitation as well as fundraising on behalf of charitable organizations to other employees provided this is not done on work time, is not posted on MyHighPlains, does not involve the use of work email, and takes place solely in staff areas.

The library occasionally receives requests from patrons or staff to conduct or endorse fundraising events or to provide public space for donation collection boxes. High Plains Library District does not sponsor nor endorse the fundraising activities, including donation collection boxes, of other organizations. Public library space will not be made available for such activity. Exceptions to this require approval by the District Board.

## Related documents

### *Other policies:*

- Meeting Spaces policy
- Posting and Distribution policy
- Donations policy
- Photography and Video Recording policy

### *Procedures:*

- Donation procedure
- Posting and Distribution procedure
- Photography and Video Recording procedure
- Soliciting, Free Speech and Fundraising Activities procedure

<b>Policy History</b>	<b>Soliciting, Free Speech and Fundraising Activities</b>
2007 – Feb 19	New. Titled “Soliciting, Petitioning and Fundraising”
2020 – May 18	Revision. Changed title. Expands on concept of ‘limited public forum’; identifies where each of these activities can occur in and outside of library
Reviewed by	Associate Director of Public Services

## ***Weapons policy***

The High Plains Library District policy on weapons in library facilities is based on (1) state and federal law and (2) local ordinances which vary in each community.

### **Colorado statutes on firearms and weapons**

State statutes on firearms and weapons appear in Colorado Constitution Article 2, Sections 3 and 13; Colorado Revised Statutes Title 18, Article 12; Title 29, Article 11.7; and United States Code USC 922. Provisions that most directly affect libraries appear below.

#### **Open carry**

- Any person in good legal standing can openly carry firearms. There are no laws expressly stating this, but the right is generally protected under Article 2, Section 3 of the Colorado Constitution, which states that “All persons have certain natural, essential and inalienable rights, among which may be reckoned the right of enjoying and defending their lives and liberties; of acquiring, possessing and protecting property; and of seeking and obtaining their safety and happiness.”
- Persons without legal standing:
  - (1) minors under age 18 (C.R.S. § 18-12-108.5)
  - (2) persons legally prohibited, such as convicted felons (C.R.S. § 18-12-108)
  - (3) persons subject to a protective order prohibiting firearms possession (C.R.S. § 18-1-1001; C.R.S. § 13-14-105.5)
  - (4) residents of other states that do not have reciprocity with Colorado. Reciprocity is the principle that residents of other states can carry firearms if that other state recognizes Colorado law.
- Persons without legal standing under United States Code 922:
  - (1) convicted or indicted under some crimes against state or federal law (also C.R.S. § 18-12-108)
  - (2) a fugitive from justice
  - (3) unlawful user of, or addicted to, any controlled substance
  - (4) adjudicated as a mental defective or having been committed to a mental institution
  - (5) illegally in the United States, or under a non-immigrant visa
  - (6) dishonorably discharged from Armed Forces
  - (7) renounced U.S. citizenship
  - (8) subject to a court order pertaining to harassment, stalking or threatening of an intimate partner
  - (9) has been convicted of domestic violence
- No license or permit is required for open carrying of firearms (Article 2, Section 13, Colorado Constitution).
- Open carry is not permitted in the following locations (C.R.S. § 18-12-105.5):
  - (1) federal property
  - (2) public transportation facilities unless the firearm is not loaded
  - (3) public and private schools and universities
  - (4) local businesses or organizations that prohibit firearms, if posted
- Local government entities may prohibit open carry in areas directly under their jurisdiction (C.R.S. § 29-11.7-104).
- Government entities cannot restrict a person’s ability to travel with a weapon in a private vehicle (C.R.S. § 18-12-105.6).
- A person is prohibited from unlawfully aiming a firearm at another person or recklessly or with criminal negligence discharging a firearm, or possessing a firearm while under the influence of liquor or a controlled substance (C.R.S. § 18-12-106).



## **Concealed carry**

- A Colorado permit, issued by a county sheriff, is required to carry a concealed weapon (C.R.S. § 18-12-203; C.R.S. § 18-12-105).
- The state must issue a concealed carry permit to any applicant who meets these conditions (C.R.S. § 18.12.201 and 203):
  - (1) resident of Colorado
  - (2) 21 years of age or older
  - (3) not ineligible under federal law or C.R.S. § 18-12-108, which pertains to Colorado Bureau of Investigation duties
  - (4) not convicted of perjury
  - (5) not chronic user of alcoholic beverages
  - (6) not an unlawful user of, or addicted to, a controlled substance
  - (7) not subject to a protection order
  - (8) demonstrates competence with a handgun
- Concealed carry is not permitted in the following locations (C.R.S. § 18-12-214):
  - (1) federal property
  - (2) public schools
  - (3) buildings with permanent security screening devices (such as courthouses)
- Local government entities cannot prohibit concealed firearms of a licensed individual (C.R.S. § 18.12-214).
- The principle of reciprocity applies to concealed carry (C.R.S. § 18-12-213).

## **Local ordinances**

- Greeley Municipal Code prohibits possession of “illegal weapons” which includes blackjacks, gas guns, metallic knuckles, knives with a blade longer than 3.5 inches, butterfly, gravity or switchblade knives.
- Evans Municipal Code prohibits possession of “illegal weapons” which includes blackjacks, gas guns, metallic knuckles, gravity or switchblade knives.
- Firestone prohibits carrying a concealed knife.
- Erie prohibits carrying concealed knives with a blade longer than 3.5 inches.
- Kersey defines illegal weapons as blackjacks, saps, clubs, bombs, firearm silencers, gas guns, short shotgun or shotgun with a barrel less than 22 inches in length, num-chucks, gravity knives or any knife with a blade 3.5 inches in length or longer.

## **District application**

- The District does not prohibit the open carry of firearms in its facilities, provided that the person is otherwise not in violation of state, federal or other laws concerning weapons.
- As according to law, the District recognizes the right to concealed carry of a weapon if the person has a permit.
- Library supervisors or managers will contact the police concerning carrying of weapons or firearms if in their judgment there is a perceived level of risk or suspected violation of the law.
- The District abides by any local ordinances concerning weapons and will contact the police when there is a suspected violation.

## Related documents

### Websites:

[Colorado Constitution Article II, Section 3 – Inalienable rights](#)  
[Colorado Constitution Article II, Section 13 – Right to bear arms](#)  
[C.R.S. § 13-14-105.5 – Civil protection orders – prohibition on possessing or purchasing a firearm](#)  
[C.R.S. § 18-1-1001 – Protection order against defendant – definitions](#)  
[C.R.S. § 18-12-105 – Unlawfully carrying a concealed weapon – unlawful possession of weapons](#)  
[C.R.S. § 18-12-105.5 – Unlawfully carrying a weapon – unlawful possession of weapons – school, college or university grounds](#)  
[C.R.S. § 18-12-105.6 – Limitation on Local Ordinances Regarding Firearms in Public Vehicles](#)  
[C.R.S. § 18-12-106 – Prohibited use of weapons](#)  
[C.R.S. § 18-12-108 – Possession of weapons by previous offenders](#)  
[C.R.S. § 18-12-201 – Permits to carry concealed handguns – Legislative declaration](#)  
[C.R.S. § 18-12-203 – Permits to carry concealed handguns – Criteria for obtaining a permit](#)  
[C.R.S. § 18-12-213 – Permits to carry concealed handguns – Reciprocity](#)  
[C.R.S. § 18-12-214 – Permits to carry concealed weapons – Authority granted by permit – carrying restrictions](#)  
[C.R.S. § 29-11.7-104 – Regulation of firearms – Regulation – carrying – posting](#)  
[US Code 922 – Unlawful Acts](#)

### Procedures:

High Plains Library District Safety Manual  
Weapons procedure

<b>Policy History</b>	<b>Weapons</b>
2015 – Apr 24	New. States that District is governed by state laws permitting open and concealed carrying of firearms, and local ordinances pertaining to other weapons.
2021 – July 19	Added language on the main provisions on state laws that affect libraries concerning open and concealed carry of firearms; local ordinances; and the District’s application of these laws.
Reviewed by	Executive Director; Human Resources Manager

# FINANCIAL

## ***Financial policies***

All policies and procedures that were formerly included in the District Policy Manual and Procedure Manual (except for the policies and procedures on Fines and Fees and Member Project Funding) have been moved to the document entitled “High Plains Library District Finance Policy Manual.”

### **Related documents**

*Websites:*

[High Plains Library District Finance Policy Manual](#)

*Other policies:*

- Fines and Fees policy
- Member Project Funding policy

*Procedures:*

- Fines and Fees procedures

<b>Policy History</b>	<b>Financial</b>
1991 – July	Earliest known version. Section titled “Financial Policies.”
2007 – Feb 19	New. Titled “Investment Policy.” Sections: scope, investment objectives, delegation of authority, prudence, ethics, conflict of interest, authorized securities and transactions, investment diversification, investment maturity and liquidity, competitive transactions, selection of broker/dealers, selection of banks, safekeeping and custody, performance benchmarks, reporting, policy revisions.
2007 – Feb 19	New section titled “Procurement Policy.”
2009 – Feb	Revision. Broken into “Investment Policy” and “Investment Procedure.” The policy is much shorter than the 2007 version.
2009 – Feb	New section on Expenditure Policy added.
2011 – Mar 21	New section added to Contracted Services section stating District’s due diligence in reviewing contractual documents.
2012 – Feb 12	“Investment Procedure” is moved to Procedures Manual.
2013 – Feb 18	Originally titled “Investment Policy” but was changed to “Financial Assets”: because the title “Investment Policy” is maintained by Finance Office and required by law to use that terminology. The statement is same as the 2009 version. A sentence was added to identify scope of financial assets.
2013- Feb 18	Addition to section on Contracted Services policy to identify factors that influence whether to use contracted services.
2021 – July 19	Financial policies on Contracted Services, Expenditures, Financial Assets were removed. All financial procedures in the District Procedure Manual were removed. These are included in a separate document titled “High Plains Library District Finance Policy Manual.”
Reviewed by	Executive Director, Finance Manager

## ***Fines and Fees policy***

The High Plains Library District does not charge *fin*es for overdue materials (with the two exceptions below). A *fine* is a penalty. A *fee* is the purchase cost for an item.

All fines and fees are set by the High Plains Library District Board and are reviewed and adjusted at the request of staff. See fine and fee amounts at [My Library Card](#) on the District website (MyLibrary.us).

### **Fines**

- Specialty Checkout items
- Interlibrary Loan items

### **Fees**

- Lost items
- Damaged items
- Materials Recovery
- Open records requests
- Printing and Copying
  - Each library card receives an allotment of free printing credits each month
  - Additional credits above the allotment can be purchased. Library staff reserves the right to limit the amount of credits above the monthly allotment.
  - For more information on printing and copying see [Print and Copy](#) on the MyLibrary.us website.
  - Interlibrary Loan photocopies: No charge up to 50 pages

*Note:* There is no charge for faxed or “scan to email” items.

### **Related documents**

*Websites:*

- [MyLibrary.us – My Library Card – Fees](#)
- [MyLibrary.us – Print and Copy](#)
- [MyLibrary.us – Replacements and Lost Cards](#)

*Other policies:*

Open Records Requests

*Procedures:*

- HPLD Sierra Service Desk Guide
- Fines and Fees procedures
- Open Records Request procedure

<b>Policy History</b>	<b>Fines and Fees</b>
2002 – Nov	Earliest known version. Includes fines for overdues, and fees for extra services, damages and lost items.
2007 – Feb 19	Includes list of fees, meeting room charges
2009 – Feb	Fines and fees no longer appears in Policy Manual. It is an independent document.
2011 – Mar 21	Fines and fees list is separate from Policy Manual, but approved by Board.
2012 – Feb 12	Fines and fees list is separate from Policy Manual, but approved by Board.
2015 – Apr 24	Updated list Fines and fees list is separate from Policy Manual, but approved by Board.

2018 – Oct 15	Fines and fees policy is added back into Policy Manual. Policy clarifies that there are no overdue fines, but there is a replacement fee if items are kept longer than 42 days.
2020 – May 18	Revision. Clarifies distinction between fines and fees; adds that all fines and fees require Board approval; updates printing and copying practices; allows patrons to purchase extra credits; allows staff to limit excessive printing or copying; eliminates fee for replacement library cards.
2024 – Jun 17	Revision. Removes the specific amounts for fines and fees; references the MyLibrary.us website for this information.
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

## **Member Project Funding policy**

The District performs the function of passing through property tax revenues collected for each of the Member Libraries. The District also provides services identified in the Intergovernmental Agreements (IGAs). The Board of Trustees may also make additional funds available to Member Libraries to support special projects.

The Board of Trustees will consider requests individually based on (1) available funds, (2) the extent to which the project meets established criteria, (3) whether the project meets proposal requirements.

### **Criteria**

Member Libraries meeting the following criteria are eligible to receive funding to support special projects:

- The Member Library has a signed IGA with the District.
- The project has local financial support.
- The project aligns the Member Library’s services and programs with those of the District.
- The Member Library works in partnership with the District in managing the project.
- The project should be proposed to the Board no later than September of the year prior to allow for inclusion in the budget process.

### **Proposal requirements**

Project proposals need to include the following information as a minimum:

- Specific goals and objectives of the project.
- Dollar amount of the request.
- Information on how the project will improve services.
- Estimated schedule for the project.
- Measures being used to evaluate success.
- Next steps to be taken if the project does not succeed as anticipated.

### **Foundation**

Member Libraries may also request funds from the High Plains Library District Foundation. This also can include assistance in grant writing. The Member Library should consult with the Foundation Director for process and requirements.

### **Related documents**

*Websites:*

[Colorado Public Library Standards](#)

[High Plains Library District Finance Policy Manual](#)

*Other policies:*

Financial policies

<b>Policy History</b>	<b>Member Project Funding</b>
2009 – Feb	New.
2013– Feb 18	Reviewed but no change.
2021 – Jan 18	Policy and Guideline merged, added language, and minor reordering of the policy

Reviewed by	Executive Director, Finance Manager
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# **FUNDRAISING**

## ***High Plains Library District Foundation policy***

The High Plains Library District Foundation was incorporated on October 25, 2000 as a non-profit 501(c)(3) corporation.

### **Mission**

The mission of the High Plains Library District Foundation, adopted in November 2019, is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness and advocacy for the libraries of the High Plains Library District.

### **Non-profit designation**

The Foundation is a non-profit 501(c)(3) organization and was reclassified to 509 (a)1 status in November 2019.

### **Memorandum of Understanding**

The relationship between the District and Foundation is governed by a Memorandum of Understanding between the Board of Trustees of the High Plains Library District and the High Plains Library District Foundation Board that will be reviewed on an annual basis. See also the Memorandum of Understanding.

### **Fundraising**

The Foundation will identify needs and priorities of the District for fundraising purposes and seek out the best opportunities for grants, endowments and other fundraising. Ideas and suggestions should be sent to the Foundation Director.

Foundation funds are used in support of branches, members, and outreach functions.

District fundraising is limited to efforts conducted under the auspices or permission of the High Plains Library District Foundation. Exceptions to this require approval by the District Board. See also the Soliciting, Free Speech and Fundraising Activities policy.

The Foundation distributes funds annually to the libraries.

### **Use of funds**

Funds raised by the Foundation are used to support the mission of the District. Funds are not to be expended on non-District events or activities.

### **Foundation Board**

The Board of Directors of the Foundation has exclusive control over the assets of the Foundation and contributing assets, within the limits specified in the Memorandum of Understanding. Other functions of the Foundation Board include: policy administration, financial oversight, fundraising and public and community relations.



**Foundation Director**

The Foundation Director is a District employee supervised by the Executive Director. The Foundation Director shall direct the operations of the Foundation in consultation with the Foundation’s Board of Directors.

The Executive Director is an ex-officio member of the Foundation Board.

**Partnerships**

Partnerships with private and public agencies should:

- increase exposure in the community
- achieve the mission and strategic goals of the District
- be of mutual benefit to both parties or enhance the District’s revenues.

Only organizations deemed appropriate and compatible with the mission, goals, and policies of the High Plains Library District will be considered for a potential partnership.

**Volunteers**

Volunteers are a valuable resource, providing extra hours and talents which cannot be covered by budget. Volunteers are held to the same principles and standards as library employees. Volunteers will not be used to replace another employee or impair the employment opportunities of others by performing work which would be otherwise performed by a regular employee.

**Related documents**

*Other policies:*

- Soliciting, Free Speech and Fundraising Activities policy
- Donations policy

*Procedures:*

- Foundation procedure
- Donation procedure
- Memorandum of Understanding
- Foundation By-Laws

<b>Policy History</b>	<b>High Plains Library District Foundation</b>
1991 – July	Earliest known version. Title of section is “Library Support Groups” and includes sections on Friends of the Library and Volunteers
2007 – Feb 19	Titled “Library Support Groups.” The section on Friends of the Library is replaced by Weld Library District Foundation, incorporated on October 25, 2000.
2009 – Feb	Significant revision, and broken out into sections on “High Plains Library District Foundation Role Policy”, “Foundation and Library Relationship Procedure”, “Foundation Role Procedure” with subsections on “Support for All Libraries”, “Support for High Plains Library District”, “Support for Member Libraries.”
2012 – Feb 12	“Foundation and Library Relationship Procedure”, “Foundation Role Procedure” moved to Procedures Manual.
2013 – Feb 18	Two minor changes: (1) a duplicate sentence was removed and (2) clarifies specific relationship between Board and Foundation Board. See also Foundation By-Laws.
2020 – June 15	Significant revision. Combined “HPLD Foundation Establishment” and “HPLD Foundation Role Policy” into one policy. Rewritten to identify mission, non-profit designation change, memorandum of understanding, fund-raising, use of funds, Foundation Board, Foundation Director, partnerships, volunteers.
Reviewed by	Executive Director, Foundation Director

## ***Donations policy***

The District accepts donations of funding, time, in-kind goods, intellectual property, real estate property and landscaping that meet conditions described in this policy. Donations of materials for the collection (books, audiovisual materials and periodicals) are limited.

The District accepts donations and loans of artwork. Policies concerning artwork are described under the Artwork policy.

Financial donations are typically given for general purposes. A financial sponsorship is typically for a specific event or project. Policies concerning sponsorship are described under the Sponsorship policy. Loans refer to something that is given temporarily.

All donations, including funding, are accepted based on whether the donation is consistent with or furthers the District's mission and direction, and/or is compatible with the facility. The Executive Director makes this determination. Donations and loans are used to support the collection, programs, services or facilities of the District.

This policy and its companion procedure use the term donation, as distinguished from a gift. Gifts are typically given to an individual, whereas donations are given to an organization.

### **Funding**

All funding donations are given to the High Plains Library District Foundation. Foundation funds are used to support programs and services of the District. This is further described in the High Plains Library District Foundation policy.

Individuals using District meeting rooms may charge a fee or sell products. The District requests that 15% of the receipts be donated to the Foundation. This is further described in the Meeting Spaces policy.

Local artists may be permitted to sell artwork in District facilities. Those selling their items are asked to donate 15% of the monies earned to the Foundation. This is further described in the Artwork policy.

Individuals may make large donations in support of specific events or projects. This is further described in the Sponsorship policy.

Large monetary donations may receive additional recognition when appropriate. Additional donor recognition will be agreed upon by the Executive Director, Foundation Director and donor. The donation acknowledgement will reference any special recognition that applies. The District cannot guarantee that the names will be posted in perpetuity. The District follows an established procedure for naming and unnamng of facilities or spaces within a facility. This procedure is defined in the District's Donation procedure.

### **Volunteering time**

Some District facilities accept donations of volunteer hours. The District does not accept Community Service volunteers provided through the court system. Volunteers will not be used to replace another employee or impair the employment opportunities of others by performing work which would be otherwise performed by a regular employee. The use of volunteers is also described in the High Plains Library District Foundation policy.

### **In-kind goods**

Individuals from the community may wish to contribute goods in support of the District. The Foundation has a consistent procedure for acknowledging in-kind donors in a timely manner. See also the Foundation's Gift Acceptance Policy.

### **Intellectual property**

The District accepts donations of intellectual property such as ideas, works, or inventions that are the result of creativity and for which one may apply for a patent, copyright or trademark. Donations must be consistent with and further the District's mission and direction. The Executive Director determines whether to accept the donation.

### **Real estate property and landscaping**

The District accepts donations of property and landscaping. Acceptance is based on whether the property or landscaping is appropriate and consistent with the District's Facilities Master Plan. All such donations require the acceptance by the Executive Director and the District Board.

### **Books and audiovisual materials**

The District accepts donations of books and audiovisual materials, but items are limited by number, condition, type (such as encyclopedias and textbooks) and publication date of materials. Very few donated materials are added to the collection. Some are recycled. Most are sold to a third-party vendor and the proceeds go to the High Plains Library District Foundation. Foundation funds are used to support programs and services of the District.

The District does accept some materials relating to local families and local history. Donations of historical or genealogical significance will only be accepted if the District has a signed Content Agreement. This agreement gives the District permission to duplicate the content in order to make it available through the various tools for information sharing. The District may be selective in accepting materials offered and is not obligated to accept or dispose of an entire collection. This is also described in the District's Genealogy Collection policy.

### **Periodicals**

Some District branches accept donations of periodical magazines. These are typically not added to the collection, but are shared with other patrons in a magazine exchange.

### **Tax implications**

Donations may be tax deductible, but this must be determined by the donor, not the District. The determination of the value of gift or donations is the responsibility of the donor.

### **Donations by the District**

The District also *gives* donations to other organizations:

- The District may give withdrawn or donated materials. This is coordinated by the District's Collection Resources Department.
- The District gives out-of-warranty technology to organizations. This is coordinated by the High Plains Library District Foundation. Requestors must submit a Foundation Technology Donations Application form.

- For a designated period of time each year, the District accepts food donations. These food donations are then given to local food banks.
- The District may make donations of items such as unclaimed lost and found items or items no longer needed by the District.
- The District may provide funding to Member Libraries. This is described in the Member Project Funding policy.

## Related documents

### Websites:

[High Plains Library District Foundation page](#)  
[MyLibrary.us – Ways to Give to the District](#)  
[Fact sheet on District Policy on Used Books](#)  
[Technology Donations Application form](#)  
[Colorado Gives Day District page](#)  
[Foundation Gift Acceptance Policy](#)

### Other policies:

Artwork policy  
 High Plains Library District Foundation policy  
 Meeting Spaces policy  
 Genealogy Collection policy  
 Member Project Funding policy  
 Sponsorship policy

### Procedures:

Donation procedure  
 Artwork procedure  
 Art Accession form  
 Art Deaccession/Transfer form  
 Sponsorship procedure  
 Facilities Master Plan

Policy History	Donations
1991 – July	Earliest known version. Titled “Gifts and Special Collections.” Includes gifts of money; emphasis is on gifts of books and other materials.
2004 – Apr	Revision. Broken out into sections on Books and other materials, monetary donations, volunteering.
2007 – Feb 19	Revision. Added a section on “Donor Recognition” about naming portions of the library after individuals or organizations.
2009 – Feb	Revision. Broken into sections on “Gifts and Donations Policy”, “Gifts and Donations Guideline” and “Gifts and Donations Procedure.”
2012 – Feb 12	“Gifts and Donations Procedure” moved to Procedures Manual.
2015 – Apr 24	Addition. Donations of historical or genealogical significance require an agreement which gives District the right to duplicate the content.
2021 – Jan 18	Revision. This revision collects in one place information about the various types of donations accepted by the District. It consolidates the “Gifts and Donations Policy and Guideline” into one “Donations Policy.” It updates the previous policy to reflect that the District now accepts donations of materials (books etc.) on a limited basis. There is also a section added on donations of the District to other organizations that was not in the previous version.
2021 – Nov 15	Revision. Added sections on in-kind goods; distinctions between gifts and donations; naming of facilities; food for fines section adjusted
Reviewed by	Executive Director, Collection Development Manager

## **Sponsorship policy**

A sponsorship is a form of donation. As noted in the Donations policy, financial donations are typically given for *general purposes*. A financial sponsorship is typically for a *specific event or project*. Sponsorships differ from partnerships in that partnerships may provide support, but not any financial contribution to the other organization.

### **District sponsorship of events or projects**

The District is a tax-funded agency. Revenues that the District receives from taxpayers are intended to support library services. Accordingly, the District generally does not use funds in support of other agencies. The District does consider sponsorship opportunities in individual instances. Considerations for District sponsorship of events or projects are as follows:

- The event must be within the District service area.
- Ongoing events will be reviewed for continued sponsorship annually.
- Is the event free to the public?
- Does the event have a high profile?
- Does the event support literacy or promotion of community resources efforts?
- Is the event supporting a community of particular priority to the library at the time?
- Does the organizing entity have a mission that complements the District's mission?
- Does the District have a partnership relationship with the organizing entity?
- Is this a larger organization, such as a school district, or an individual school?
- What are the sponsorship costs?
- What direct benefit does the District see as a result of providing sponsorship?
- How will it reflect on the District brand?

The District may offer to support the event in other forms such as providing a “prize” packet, providing promotional support, or purchasing booth space to both support the effort and promote the library.

### **District acceptance of sponsorships**

The District will accept, and sometimes seeks, sponsorships from individuals and organizations. These can be in support of programs, events, or the collection. Sponsorships are received through and managed by the High Plains Library District Foundation or the Community Relations and Marketing Department. Considerations for acceptance are established by those departments.

### **Collection sponsorships**

The District will consider sponsorships from organizations wishing to provide funding for the collection. Considerations in accepting these sponsorships include:

- The sponsor is able to identify the topic area, but the District's Collection Resources Department will determine the specific titles to purchase.
- Whether the contribution is apt to result in a skewed or out of balance collection.
- These decisions will be in accordance with Collection Development procedures.

### **Approval**

All sponsorship requests, to or from the District, must be forwarded to the Community Relations and Marketing Manager, the Foundation Director, the Associate Director of Public Services, the Collection Resources Manager, and the Executive Director for approval.

## Recognition

Recognition of District sponsorship is negotiated with the organizing entity. Similarly, recognition of a sponsor for District programs and events varies, and will be agreed upon by the Executive Director, Foundation Director or Community Relations and Marketing Manager, and sponsor. Recognition of sponsors would be similar to those described in the District’s Donation procedure.

## Related documents

### *Other policies:*

- Community Relations and Marketing policy
- Programs policy

### *Procedures:*

- Sponsorship procedure
- Donation procedure

<b>Policy History</b>	<b>Sponsorship</b>
2010 – Feb 15	New. District may choose to sponsor events
2021 – Jan 18	Revised. The Policy and Guideline are combined. The policy is expanded to include sponsorships to and from the District. The policy adds criteria formerly listed only in the procedure. It also includes information about sponsorship of materials added to the library collection.
Reviewed by	Community Relations and Marketing Manager, Foundation Director, Executive Director

# PUBLICITY

## ***Community Relations and Marketing policy***

The Community Relations and Marketing Department is the official source for public information and contact with the media.

Responsibilities and authority of the department are as follows:

- To provide accurate information about the District’s programs and services through traditional media and social media outlets. See also the Social Media policy and Social Media procedure.
- To provide guidance, tools and resources to staff in interactions with media or speaking engagements.
- To promote use of the District’s programs and services.
- To maintain a positive relationship with the community.
- To respond to the media concerning issues, policies and procedures of the District. See also the Photography and Video Recording policy, the Photography and Video Recording procedure and the Community Relations and Marketing procedure.
- To alert media outlets in cases of emergency and weather closures. See also the Weather Closures procedure.
- To receive, consider and manage sponsorships that are proposed. See also the Sponsorship policy and Sponsorship procedure.
- To assist the Executive Director and Library Board if they determine that it is in accordance with the Public Statements policy to issue a statement. See also the Public Statements policy.

### **Related documents**

#### *Other policies:*

Donations policy  
Photography and Video Recording policy  
Public Statements policy  
Social Media policy  
Sponsorship policy

#### *Procedures:*

Community Relations and Marketing procedure  
Donation procedure  
Photography and Video Recording procedure  
Community Relations and Marketing procedure  
Social Media procedure  
Sponsorship procedure  
Weather Closures procedure

<b>Policy History</b>	<b>Community Relations and Marketing</b>
2002 – Nov	Earliest known version and titled “Public Information”. Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2007 – Feb 19	Section on tours removed.
2009 – Feb	Significant revision. The Public Information Policy is now called the “Publicity Procedure.” This is broken out into “Public Information Policy”, “Photo Release Procedure” and “Publicity Procedure.”

2012 – Feb 12	“Photo Release Procedure” and “Publicity Procedure” moved to Procedures Manual.
2021 – May 17	Renamed from “Public Information Policy” to “Community Relations and Marketing Policy” and expanded to identify the roles and authority of the CRM Department.
Reviewed by	Executive Director, Community Relations and Marketing Manager



## **Social Media policy**

The High Plains Library District uses and encourages the use of multiple social media platforms.

### **Social media and public information**

Social media is a subset of public information function and policy. Social media presents several challenges to public information:

1. Public information distribution is typically in the hands of a *few* individuals. Social media involves a *great number of employees* with different styles and perspectives. The challenge is maintaining a style and perspective that is consistent with the brand, views and objectives of the organization.
2. Comments a District *employee* makes on social media on personal time and on personal accounts have legal protection in Colorado law under certain circumstances.
3. Comments by the *public* have some level of First Amendment protection.
4. Social media *platforms* are private enterprises that control what is and isn't permitted, thus a potential conflict with freedom of speech.

This policy outlines the ways and means whereby the District uses social media while dealing with these challenges.

### **Purpose of social media**

Social media serves several important purposes. Social media:

- is used to promote library initiatives, programs, and services and to communicate and engage with individuals and businesses online.
- is increasingly preferred over traditional public information sources to communicate immediately and directly with a target audience.
- extends the mission and vision of the District.
- is an extension of the District brand.
- can create a sense of community among library users.
- provides a forum for conversation about the District and its services.

### **Responsibility for social media**

The District's Community Relations and Marketing (CRM) Department has responsibility for information posted on social media accounts.

The District's CRM Department grants access and authority to employees to post, comment, and share under the profile of the District. Under the guidance of CRM, employees can also start up new social media platforms that meet the organization's purposes. Employees who have been granted access to social media accounts have the following responsibilities:

- Following standards and best practices as determined by the CRM Department
- Accuracy in information content
- Representing the District positively and in a professional manner
- Maintaining a constant and steady presence on social media

## **Means of regulation**

The District's CRM Department has several means to ensure that use of social media by employees represents the District appropriately. The CRM Department relies upon the following to provide a reasonable level of regulation:

- Social media platforms provide regulation of comments through their terms of agreement.
- The CRM Department provides standards, education, and coaching to employees for use of District social media accounts.
- The CRM Department monitors employee use of District social media accounts.
- The CRM Department investigates claims of inappropriate postings.
- The CRM Department works with supervisors in coaching, correcting or disciplining employees who have intentionally or unintentionally violated organizational standards.
- The CRM Department corrects or retracts employee posts on District social media accounts that violate legal or organizational standards.
- The CRM Department intervenes in situations in which comments by the public require guidance.

## **District social media accounts**

Public information concerning the District, its employees and affiliates must not violate any laws or organizational directives, especially as they relate to discrimination, unlawful harassment, and illegal activities.

Some specific examples of prohibited social media conduct include posting material that violates copyright, or posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.

Employees may not disclose any sensitive, proprietary, confidential, or financial information about the District social media accounts. This would include District inventions, services strategy or products that have not been made public or without approval of CRM department.

## **Personal social media accounts**

Under Colorado law (C.R.S. §Sec. 24-34-402.5) it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.

The CRM Department does not intentionally monitor employee personal social media accounts. The CRM Department takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above.

Just as with District social media accounts, District employees using personal social media accounts may not disclose any sensitive, proprietary, confidential, or financial information about the District. This would include District inventions, services strategy or products that have not been made public or without approval of the CRM department. Individuals may be recognized as District employees and the comments could reflect on the organization.

District employee complaints regarding alleged discrimination, unlawful harassment or safety issues of the District shall be made using the complaint procedures in the Employee Handbook.

District employees can be held personally liable for posts on personal social media accounts by organizations and institutions other than the District, and posts made on personal accounts are not

protected by the District. For this reason, employees should use caution with regards to exaggeration, obscenity, guesswork, copyrighted materials, legal conclusions, libel and derogatory remarks and characterizations.

District employees engaging in personal use of social media are expected to make clear that comments as an individual are not representative of the District.

Use of the District logo, trademarks, or branding on personal social media accounts is prohibited.

**Related documents**

*Websites:*

[C.R.S. §24-34-402.5 – Discriminatory or Unfair Employment Practices](#)

*Other policies:*

- Employee Handbook
- Community Relations and Marketing policy
- Privacy of User Records policy
- Patron Rights and Responsibilities statement
- Copyright policy

*Procedures:*

- Privacy of User Records procedure
- Community Relations and Marketing procedure
- Copyright procedure

<b>Policy History</b>	<b>Social Media</b>
2020 – Nov 16	New. There were policies and procedures in use by the organization, but these were never in final form or included in the policy manual. This policy explains why social media is important; the efforts taken by CRM to manage the challenges of staff, public, and vendor policy; and the interpretation of state law impacting personal social media accounts.
Reviewed by	Executive Director, Community Relations and Marketing Manager

# PRIVACY AND IDENTITY THEFT

## ***Privacy of User Records policy***

Library borrowers are entitled to privacy in their use of the library and the collection. Library staff are responsible to ensure that information about library users, their library activities and use of the collection remains confidential.

## **Colorado Privacy of User Records statute**

The District is governed in this policy by Colorado Revised Statute 24-90-119, Library Law – Privacy of User Records:

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

## **History:**

Source: L. 83: Entire section added, p. 1023, § 1, effective March 22.

L. 2003: (1) and (3) amended and (2)(d) added, p. 2463, § § 17, 18, effective August 15.

## **Scope of the statute**

District interpretation of the statute is:

- the scope of privacy extends not only to user records, but also to (1) use of the collection (2) library activity and (3) information about the borrower.
- the use of the word *shall* in paragraph 1 is an indication that this privacy is mandatory, with the exceptions in paragraph 2.
- the word *records* in paragraph 2 applies only to user records, defined as information that is on a borrower's library account.
- the word *may* in paragraph 2 is an indication that the District has some latitude in what is disclosed, dependent on reasonable operation of the library, consent of user, legal requirements, and access to the borrower's library card.
- the word *minor*, for the purposes of this policy, is defined by the District as anyone under the age of 18.
- the statute extends to anyone using the library who is not a registered borrower.

## **Assignment of permission**

District interpretation of the statute is that a patron may grant permission to others to access the user's account. This permission (1) may be written by the patron at the time of registration for a library card, or (2) verbal consent given by the patron to staff at the time of registration or subsequently.

## **Parental presence**

The parent or legal guardian of a minor must be physically present except when working with an institution, such as a school (1) at the time of registration or (2) when a minor wishes to obtain a replacement library card. For purposes of the library, the District defines a minor as anyone who is under the age of 18.

## **Access**

According to the statute, a parent or legal guardian of a minor has access if they have the barcode number (or the library card). District interpretation is that this access is equal to that of the minor.

When the patron has granted access permission to others in the manner described above, District interpretation is that (1) it is not a requirement to have the library card or barcode number and that (2) granting of access extends only to information in the *user record*, and not to use of the collection, library activity, or information about the borrower. That information remains private, even to the parent or legal guardian of a minor, with the exceptions noted below.

District interpretation is that the amount of access to the user record can vary according to whether one is (1) a parent or legal guardian or (2) a peer, such as a spouse, sibling, or friend.

## **Parent or legal guardian access**

Access granted to the user record for a designated parent or legal guardian of a minor includes the following:

- checking out new items on the patron's account
- renewing items on the account
- picking up a hold
- cancelling a hold
- adding a hold
- finding out what the patron currently has on hold
- finding out the patron's place in a holds queue
- getting a list of items checked out and due dates
- paying fines, including titles
- obtaining the minor cardholder's barcode number
- obtaining a replacement card
- changing information on the patron account
- resetting the PIN number
- deleting the patron record
- claiming an item has been returned
- claiming an item has been lost

## **Peer access (spouse, sibling, friend)**

Access granted to the user record for a peer includes the following:

- checking out new items on the patron’s account
- renewing items on the account
- picking up a hold
- cancelling a hold
- adding a hold
- finding out what the patron currently has on hold
- finding out the patron’s place in a holds queue
- getting a list of items checked out and due dates
- paying fines, including titles
- claiming an item has been returned
- claiming an item has been lost

Access to the user record for a peer does *not* include the following. These must be done by the cardholder:

- obtaining the patron’s barcode number
- obtaining a replacement card
- changing information on the patron account
- resetting the PIN number
- deleting the patron record

### **Minimum age**

There is no minimum age required to receive a library card.

### **Exceptions**

The District policy on privacy does not apply in the following instances:

- In the instances noted above, specifically (1) when a parent or legal guardian has access to a minor’s library card or barcode number or (2) when the patron has granted permission to others to access their account within the limits described above.
- The statute permits disclosure when necessary for the reasonable operation of the library. District interpretation is that this is a case-by-case judgment of the Person in Charge.
- The library is not a place of refuge from law enforcement after being accused of committing an illegal act. See Patron Rights and Responsibilities Statement.
- When the library is presented with a subpoena or court order.
- When the policy conflicts with other laws, such as the first amendment right to photograph or videotape in a public space.
- Extreme instances where public safety or life and death issues are at stake.

### **District public information**

During library promotional activities, efforts will be made to warn patrons of the activities and to gain permission of patrons before publishing names or pictures.

### **Related documents**

*Websites:*

- [Colorado State Library Quick Guide for C.R.S. §24-90-119 – Privacy of User Records](#)
- [Colorado Department of Education C.R.S. §24-90-602 – Filtering Law](#)
- [USA PATRIOT Act](#)

*Other policies:*

- Patron Rights and Responsibilities statement
- Photography and Video Recording policy
- Security Cameras policy
- Community Relations and Marketing policy

*Procedures:*

- Privacy of User Records procedure
- Photography and Video Recording procedure
- Community Relations and Marketing procedure
- Security Cameras procedure

<b>Policy History</b>	<b>Privacy of User Records</b>
2002 – Nov	Earliest known version. Title is “Confidentiality Statement” and “Confidentiality of Library Records.”
2007 – Feb 19	The section of the law that allows parental access is added. Also, in prior versions, parent could get information on minor’s record only if items were at least 40 days overdue. This was shortened in 2007 version to allow sharing of information regardless of when materials are overdue.
2009 – Feb	Significant revision. Broken out into “Confidentiality Policy”, “Confidentiality Guideline” and “Confidentiality Procedure.”
2012 – Feb 12	“Confidentiality Procedure” moved into Procedures Manual. Also a sentence was removed and replaced with a sentence that “patron privacy is protected to the full extent of allowed under law.”
2020 – Nov 16	Significant revision. Confidentiality Policy and Confidentiality Guideline was eliminated and replaced by Privacy of User Records policy. The new policy provides the state law on Privacy of User Records and presents the District interpretation of language in the law. Primary issues addressed: (1) definition of “records”; (2) levels of access; (3) definition of “minor” changed from age 16 to age 18; (4) more detail on the exceptions.
Reviewed by	Executive Director, Associate Director of Public Services

## **Identity Theft policy**

This policy is intended to balance a patron’s access to library resources while at the same time protecting from identity theft. The District has in place the following practices to reduce the risk of identity theft:

- Photo ID with address verification is required to obtain a resident card.
- The cardholder must authorize whether there are others who can access the user record information. See also the Privacy of User Records policy.
- Persons without their library card must present a photo ID or be able to establish that they are the owner of the library account.
- The District will immediately delete a library card when the card has been reported missing, lost or stolen.
- Library staff may remove a library card from active status if there is a concern for irregularities, abuse, or sudden changes in borrowing habits. The cardholder will be contacted to confirm the activities before being returned to regular status.
- Library cards are shredded if not claimed within 24 hours.
- Autoexpiring cards not used after a period of time require reconfirmation of identity.
- Library cards are set to expire after five years.

The District also follows the Federal Trade Commission Red Flags Rule (16 C.F.R. Part 681). This rule applies to financial institutions and creditors with “covered accounts.” A covered account is one in which the risk of identity theft is reasonably foreseeable. This risk is historically low with library accounts but the District does comply with the four principles of the Red Flags Rule:

- Identifying an organization’s most likely sources of identity theft red flags. Red flags are suspicious patterns or practices. In the case of libraries, this would be most apt to occur with an identification that doesn’t look genuine.
- Procedures to detect possible fake, forged or altered identification.
- Actions the organization will take when red flags are detected.
- How to keep current to reflect new identity theft threats.

### **Related documents**

#### *Websites:*

[Federal Trade Commission Red Flags Rule \(16 C.F.R. Part 681\)](#)

#### *Other policies:*

Personal Information Protection policy  
Retention policy  
Privacy of User Records policy  
Circulation policy

#### *Procedures:*

HPLD Sierra Service Desk Guide

<b>Policy History</b>	<b>Identity Theft</b>
2010 – Feb 15	New. Sections on “Identity Theft” and “Identity Theft Guideline.” Identifies how District responds to FTC’s Red Flag policies which outline organization’s responsibility for protecting consumers from identity theft
2011 – Mar 21	Revision. Clarifies that a photo ID with current residence information is sufficient for library card. If residence is not accurate, a second document is required.
2014 – Mar 17	Added that physical address is requirement to comply with Fair Debt Collection Practices Act.



2021 – Dec 13	The “Identity Theft Policy” and “Identity Theft Guideline” were combined into one policy. The list of practices to reduce identity theft was updated. The elements of Red Flag Rule are outlined. The statement that the physical address is required to comply with the Fair Debt Collection Practices Act was moved to the Circulation policy.
Reviewed by	Executive Director, Finance Manager, Associate Director of Public Services

## ***Personal Information Protection policy***

The protection of personal information is a requirement under Colorado law (C.R.S. §24-73-101 et. seq.). This policy outlines the main features of the law, and the District application of those laws.

### **Colorado's data protection statutes**

Major provisions of the state's data protection statutes are as follows:

**Personal information.** C.R.S. §24-73-103(g)(I)(A)-(C) defines personal information as a resident's name *in combination* with other personal data elements relating to the resident such as:

- (A) Social security number; driver's license number or identification card number; student, military, or passport identification number; medical information; health insurance identification number; or biometric data.
- (B) Username or email address, in combination with a password or security questions and answers, that would permit access to an online account.
- (C) Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to that account.

**Personal identifying information.** C.R.S. §24-73-101(4)(b) defines personal identifying information as *individual pieces* of data that are highly sensitive: a social security number; a personal identification number; a password; a pass code; an official state or government-issued driver's license or identification card number; a government passport number; biometric data; an employer, student, or military identification number; or a financial transaction device.

**Data disposal.** C.R.S. §24-73-101(1) requires government entities to develop a written policy for the destruction or proper disposal of paper and electronic documents containing personal identifying information once that information is no longer needed. This disposal is by shredding, erasing or modifying the personal identifying information to make the information unreadable or indecipherable through any means.

**Security practices.** C.R.S. § 24-73-102(1) requires government entities to implement reasonable security procedures and practices. For paper documents, this could be a locked room or locking file cabinet. For electronic information, this could be secure web forms, encryption, or limiting access to staff with a certain level of authority. In addition, these required security practices apply to third-party vendors. Entities must clearly outline in contracts specific required security practices and what third parties must do in the event of a security breach.

**Security breach notification.** C.R.S. §24-73-103(2) requires government entities to provide proper notice to law enforcement and individuals when a security breach of personal information has occurred and outlines specifics of when, how, and who should receive notification. If the security breach is with a third-party vendor, the government entity is responsible to notify individuals affected. If the breach involves more than 500 Colorado residents, the entity must notify the Colorado Attorney General; if more than 1,000 Colorado residents, the entity must also notify consumer credit reporting agencies.

### **District application**

**Data disposal.** The District retains records in accordance with the Colorado State Archives Special Districts Records Management Manual, described under the Retention policy.

When paper or electronic documentation containing personal information of patrons or staff is no longer needed the District destroys or arranges for the destruction by shredding, erasing or modifying the information in such a manner as to render it unreadable.

**Security practices.**

- The District will work to avoid or minimize the capture or storage of patron personal information.
- All personal information is confidential and will not be given to any other agency or organization. It will not be used for any purpose than that prescribed by the library.
- This does not apply when necessary to comply with legal processes, or when use of library services violates the terms of District policy.
- This policy does not apply to information that patrons may provide to websites or services a patron may use as a result of using the District’s websites, programs or services, such as gaming systems.
- Library public computers are rebooted between every use to purge information about activities on those computers. A patron concerned about the privacy of a computer session can request that staff reboot the computer at the end of a session to erase the cache memory immediately.
- The District documents all sources used that may store personal information. Security is maintained by one of the following means: (1) managed by a third-party vendor; (2) user accepts terms of service; (3) data is purged between uses.
- The District regularly seeks feedback on gaps and develops action plans to address these gaps.

**Security breach notification.** In the event of a security breach, the District has an established procedure to determine and document the nature of the breach and number of individuals affected, post a notice letter, and notify the appropriate authorities.

As with all policies, while the laws apply, practices identified in this policy may not be the practice of member libraries.

**Related documents**

*Websites:*

- [C.R.S. §24-73-101 Data disposal](#)
- [C.R.S. §24-73-102 Security procedures](#)
- [C.R.S. §24-73-103 Security Breach Notification](#)

*Other policies:*

- Identity Theft policy
- Privacy of User Records policy
- Retention policy

*Procedures:*

- HPLD Sierra Service Desk Guide
- ITI Procedures on Personal Identifying Information

Policy History	Personal Information Protection
2021 – Dec 13	New. This policy outlines the primary requirements of the state laws on data protection and how the District applies those requirements.
Reviewed by	Executive Director, Associate Director of Public Services, Information Technology and Innovation Manager

# SERVICES

## ***Service Delivery***

Residents of the High Plains Library District provide support for library services through property taxes. In exchange, the District provides a wide range of library-related products and services which are listed below.

### **Collection**

- Collections of up-to-date books and reference materials
- Videos
- Music CDs and audiobooks
- Local and national newspapers
- E-materials such as e-books and e-magazines
- Specialized informational databases
- Specialty Checkout (laptops, telescopes, etc.)
- Interlibrary loan and Prospector
- Genealogy materials

### **Technology**

- Computers with access to Internet, Windows and Office products
- Printing and copying
- Faxing and scanning to email
- Wi-fi

### **Staff assistance**

- Trained and knowledgeable staff available to answer questions
- Computer classes
- Book a Librarian
- Personalized Reading Lists
- Drop-in help
- Database assistance

### **Literacy and programs**

- Storytimes
- Book clubs
- Summer Reading program
- Special events for all ages

### **Other services**

- Free meeting room spaces
- Study room spaces
- Social media
- Website and online catalog

- Proctoring
- Citizenship classes
- ESL classes
- Four mobile vehicles
- Library tours

**Service delivery methods**

- Branch library facilities governed by the High Plains Library District Board of Trustees
- Member library facilities each with their own local governing authority
- Virtual Services – the District’s call center
- Mobile Services – four mobile vehicles to deliver library services outside of our facilities
- Outreach services to community agencies

**Related documents**

*Websites:*

[MyLibrary.us – Services](http://MyLibrary.us – Services)

*Other policies:*

Service Areas

Mobile, Outreach, Virtual Services and Events & Experiences Services

<b>Policy History</b>	<b>Service Delivery</b>
1991 – July	Earliest known version. Has section on branch libraries.
2009 – Feb	Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.
2011 – Mar 21	Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services.
2012 – Feb 12	Amended language to clarify that member libraries have local boards that determine services and programs.
2015 – Apr 24	Section on Homebound Delivery is removed because this is no longer a provided service.
2021 – Aug 16	Expanded to include the wide range of services provided.
Reviewed by	Executive Director, Associate Director of Public Services

## ***Mobile, Outreach, Virtual Services and Events & Experiences Services***

In 2020, the Outreach Services Department was reorganized to reflect their expanded duties. They were renamed the Mobile, Outreach, Virtual Services and Events & Experiences Services (MOVE) Department.

### **Functions**

The function of each unit within MOVE is as follows:

- **Mobile Services.** This unit delivers library services using four District vehicles.
- **Outreach Services.** This unit extends library services to various community agencies and non-library locations, such as schools, day care centers, recreational centers, senior centers and immigration centers. These residents typically have some kind of barrier to using traditional library facilities. The barriers may be geographic, such as small, rural or isolated communities of the District. The barriers may also be economic, linguistic, or physical.
- **Virtual Services.** This unit handles and routes most of the phone calls that come to the District. They answer many routine questions, as well as providing reference or instructional assistance to residents who may prefer to receive instruction via the phone, chat or email. Additionally, they provide internal customer service to District staff.
- **Events & Experiences Services.** There are programs and events in all of the District's locations. This unit manages the large-scale, major events of the District or on-site events. These were formerly a function of the Community Relations and Marketing Department. These events often make use of the District's PopUp vehicle.

### **Outreach Services methods**

Outreach Services makes use of several methods to deliver services – providing rotating and deposit collections, making bookmobile stops, partnering with local service organizations. The characteristics of each of these methods is described below.

#### **Bookmobile stops**

- Bookmobiles may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops are made at community gathering locations.
- Service will be provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books will be carried. Staff will fill special requests promptly using interlibrary loan when appropriate.
- Provide other library services at their community stops such as computer use, wi-fi access, printing services, technical help, readers advisory and programs, in addition to book materials.
- Bookmobile visits are typically scheduled every two weeks and of sufficient length to offer professional advisory service.

#### **Deposit collections**

- The facility for the deposit collection is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.
- Deposits may be located in a community where there is no bookmobile service or where a supplement to a bookmobile stop is needed.
- They are also provided to schools to help supplement classroom access to books.
- Basic collection of books will be provided by the District as a long-term loan. The size of this collection will be determined by the number of patrons and the size of the facility. Deposits

providing study facilities will be provided basic reference books. Short-term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff taking into consideration those requests of the local volunteer staff. Insurance covering the materials placed in the deposit is the responsibility of the District.

**Related documents**

*Websites:*

[High Plains Library District Facilities Master Plan, 2019](#)

[MyLibrary.us – Services](#)

*Other policies:*

Service Delivery

Service Areas

<b>Policy History</b>	<b>Mobile, Outreach, Virtual Services and Events &amp; Experiences Services</b>
2009 – Feb	New. Titled “Outreach Definitions.”
2013 – Feb 18	Revision. Title changed to “Outreach Service Area Definitions.” Expands on 2009 version and includes sections on bookmobile stops, deposits, locations with volunteers and homebound delivery.
2015 – Apr 24	Section on Homebound Delivery is removed because this is no longer a provided service.
2021- Aug 16	Policy was rewritten to reflect the name change and expanded duties of MOVE, including Virtual Services, Events & Experiences. Sections on mobile vehicles, deposit collections and locations with volunteers are mostly unchanged from the 2015 version.
Reviewed by	Associate Director of Public Services/MOVE

## ***Circulation policy***

The High Plains Library District derives much of its revenue from property taxes paid by residents of the District. Accordingly, all resources are for their benefit. The District does provide resources to non-residents on a more limited basis. There is no charge for lost cards.

### **Types of library cards**

The High Plains Library District provides library cards with varying levels of access.

- *Resident*: full access to all resources issued to (1) residents of the District; (2) individuals who own or lease business space within District boundaries; (3) non-residents of the District who teach at a school district inside District boundaries; excludes academic instructors.
- *CLC (Colorado Libraries Collaborate)*: limited access to resources to non-residents who pay taxes for Colorado library services.
- *Limited*: limited access to resources to residents who do not have necessary identification to receive a resident or CLC card. These patrons may be upgraded when they are able to provide identification.
- *E-access (Electronic Access)*: limited to computer use and downloadable materials only. Identification is not required. Minors must be accompanied by a parent when obtaining any card.
- *Organization card*: issued to organizations willing to assume financial responsibility for their staff to obtain library materials for use in their organization.

### **Lending periods and material limits**

Patrons can check out circulating materials for specific periods of time. Most materials may be checked out for three weeks, but certain materials have a shorter checkout time. Detailed information on lending periods and material limits can be found at [My Library Card](#) on the District website (MyLibrary.us).

### **Registering for a library card**

Residents and non-residents can obtain a library card at any District location. Photo identification with correct address is required. If the photo identification does not include the correct address, a second form of identification with the correct address is required. A physical address is needed to meet [Fair Debt Collection Practices Act](#) secure communication needs. See [Library Card and Account](#) on the District website (MyLibrary.us) for acceptable forms of identification.

For minors (under age 18) the parent or guardian must complete and sign an application form on behalf of the minor. The parent/guardian and the minor must be present when the card is issued, except when working with an institution, such as schools.

### **Related documents**

*Websites:*

- [MyLibrary.us – Library Card and Account– Types of Cards](#)
- [MyLibrary.us – Borrowing Terms & Limits](#)
- [MyLibrary.us – Library Card and Account – Acceptable forms of ID](#)
- [MyLibrary.us – Library Card and Account – How Do Renewals Work?](#)
- [MyLibrary.us – Holds](#)
- [Fair Debt Collection Practices Act](#)



*Other policies:*

Service Areas Outside of the District  
Fines and Fees policy

*Procedures:*

HPLD Sierra Service Desk Guide  
Fines and Fees procedures

<b>Policy History</b>	<b>Circulation</b>
1991 – July	Earliest known version. There is a section titled “Loan Policies.”
2002 – Nov	New. Circulation Policies includes: Patron registration, Verification, Unverified users, Juvenile cards, College students, Teacher status, Temporary status, Homebound, Nonresident status, Organization cards, Borrowing privileges, Limits on checkouts, Reserves/Holds, Library card unavailable, Renewals.
2007 – Feb 19	Removed sections on Teacher and Nonresident status. Added section on Interlibrary Loan.
2009 – Feb	Major revision. Divided into sections on “Circulation Policy”, “Circulation Guideline”, “Borrowing Procedure”, “Circulation Procedure” and “Interlibrary Loan Procedure.” Most of the information in previous policies has been moved to the procedure sections.
2012 – Feb 12	“Borrowing Procedure”, “Circulation Procedure”, “Interlibrary Loan Procedure” moved to Procedures Manual.
2015 – Apr 24	Circulation Guideline revised to clarify that parents must sign application form and parent and child must be physically present when card is issued for minors under age 16.
2020 – Nov 16	Board amended the definition of minor to age 18. Accordingly, the guideline was corrected to indicate that parent or guardian must be present for anyone under that age.
2021 – July 19	Circulation Policy and Circulation Guideline combined. Also updated and expanded policy to include information on types of library cards, borrowing terms and item limits, registering for a library card, and acceptable forms of identification.
2021 – Sept 20	Board reviewed whether to require photo ID for limited card. They made no change to the policy
2021 – Dec 13	The statement that a physical address is required to comply with the Fair Debt Collection Practices Act was moved from the Identity Theft policy to Circulation Policy.
2024 – Jun 17	Revision. Removes procedural aspects.
Reviewed by	Associate Director of Public Services

## ***Interlibrary Loan policy***

The High Plains Library District networks with other libraries in the state and nation to lend and borrow materials. This is called interlibrary loan.

This networking is important for these reasons:

- It allows a resident to request library resources not owned by the District.
- It extends the volume of materials available to patrons beyond what can be provided in any local collection.
- It allows patrons to access materials that may be rare or out of print.

The District primarily uses two services for accessing these materials:

- Statewide, the District is a participant in the Prospector network.
- Nationally, the District uses OCLC WorldCat.

The term interlibrary loan is used in two ways: (1) it can be used *generally* to refer to any items outside of the District's holdings; or (2) it can be used *specifically* to refer to items that cannot be obtained from the Prospector region and require staff intervention to obtain the items from libraries outside of the Prospector region.

The District follows the national interlibrary loan code.

### **Who can use the service**

- The patron must have or obtain a Resident status library card.
- Non-residents (CLC library card) must request interlibrary loans or Prospector items from their home library.
- Limited card or e-access patrons must provide photo ID and address verification to obtain resident status.
- The patron may not have fines or fees on their account in excess of \$7.50.

### **Prospector**

- The Prospector network includes libraries in Colorado and Wyoming.
- Patrons may request Prospector items directly through the Prospector link in the District catalog. Prospector requests are fulfilled by a participating lending library without requiring approval by District staff.
- There are no fines for Prospector items, but there are fees if a Prospector item is lost.
- Items that cannot be found in the District collection or Prospector can be requested through the Interlibrary Loan service.
- Prospector is the preferred source for materials before using the Interlibrary Loan service.

### **Interlibrary loan borrowing**

- The District does not charge a fee for the service, but lending libraries sometimes charge a fee which is passed on to the patron. If this is the case, the patron will be contacted by the District prior to borrowing the material to confirm they are willing to pay the fee.
- Materials owned by the District cannot be requested through interlibrary loan unless the only copies are lost or missing.

- Patrons may make requests directly through the WorldCat link in the Prospector catalog, by completing an online interlibrary loan form, by telephone, or by email. Requests are reviewed by staff before being approved for fulfillment, as the District may elect to purchase the item instead of borrowing from another library.
- Interlibrary Loan staff does make the effort to redirect items requested through Interlibrary Loan that can be obtained from District libraries or Prospector.
- A patron can have up to five active requests at a time.
- Due dates for interlibrary loan items are determined by the lending library. There are no renewals for interlibrary loan items.
- Fines are \$1.00 per day for overdue interlibrary loan items.
- If an interlibrary loan item is overdue, no other requests are processed.
- If an interlibrary loan item is lost or damaged, District borrowing privileges are suspended until the fee is resolved.
- For items borrowed and returned, the patron must wait 30 days before requesting the same item again.
- The length of time to obtain an interlibrary loan varies, depending on whether a lending library can be located, the location of the library and whether the item is on the shelf. The District will contact a patron if unable to obtain the item in a timely manner.
- Items not picked up within one week of the date of arrival will be returned to the lending library.
- Interlibrary loan privileges may be suspended if a patron does not pick up three interlibrary loan items consecutively or within a six-month period.

### **Interlibrary loan lending**

- The lending period for interlibrary loan materials requested by other libraries is six weeks, with one renewal permitted.
- The District will not lend downloadable electronic materials such as e-books or e-audiobooks, microfilm, newspapers, or book bags.
- Requests to photocopy magazines, journals, or genealogical materials will be completed in compliance with United States copyright laws.
- Borrowing libraries are liable for the cost of lost or damaged materials.

### **Related documents**

#### *Websites:*

- [MyLibrary.us – Prospector, Interlibrary Loan, and Purchase Suggestions](#)
- [MyLibrary.us – Interlibrary Loan help](#)
- [American Library Association Interlibrary Loan Code for the United States](#)

#### *Other policies:*

- Circulation policy
- Scope of Collection policy
- Criteria for Collection policy
- Copyright policy
- Genealogy Collection policy
- Self-published Works policy
- Fines and Fees policy
- Service Delivery policy

*Procedures:*

HPLD Sierra Service Desk Guide

<b>Policy History</b>	<b>Interlibrary Loan</b>
2021 – Nov 15	New. The District has had interlibrary loan as a service for many years, but this is the first time it was added as a policy.
Reviewed by	Collection Resources Manager

## ***Specialty Checkout policy***

In addition to items typically found in a library collection, the District has a service for lending equipment and specialty items. This service is different in these characteristics:

- Expensive equipment
- Limited supply
- Calendar-based – a patron reserves the item for specific dates
- Restricted as to who can check out these materials
- Late fines are assessed on these items

### **Members and branches**

Specialty checkout items are available in selected District branches and member libraries. This means that access is broadly spread throughout the District's geographic areas.

### **Items included**

The District regularly evaluates the types of items in the Specialty Checkout collection. Items are added to meet community needs and priority is placed on materials that increase access to technology and internet.

The District offers Experience Passes that allow users access to non-profit and government cultural centers and museums free of charge. We do not partner with for-profit businesses for Experience Passes.

### **Reconsideration**

Individuals who reside within the legal boundaries of the High Plains Library District may express concerns about library materials, programs, displays, and exhibits by submitting a Request for Reconsideration form in accordance with our Reconsideration of Library Resources policy.

### **Who can borrow?**

The requirements for patrons checking out specialty checkout items are more stringent. See [MyLibrary.us – Specialty Checkouts](#) for terms of use. This service is necessarily more restrictive than other items in the library collection as the items are expensive and there is a limited supply. In addition, the system is calendar-based.

### **Related documents**

*Websites:*

[MyLibrary.us – Specialty Checkouts](#)

[Specialty Checkouts Quick Guide](#)

[Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources](#)

[Request for Reconsideration of Library Resources form](#)

*Other policies:*

Fines and Fees policy

Circulation policy

Reconsideration of Library Resources policy

Service Areas Outside of the District

Service Delivery

*Procedures:*

- Fines and Fees procedures
- HPLD Sierra Service Desk Guide
- Infested Materials
- Reconsideration of Library Resources procedure
- Suspension Guidelines
- Weather Closures procedure

<b>Policy History</b>	<b>Specialty Checkout</b>
2021 – Nov 15	New. Describes who can use the service, what the service includes, terms of agreement, and the reasons for restrictions.
2024 – Jun 17	Revision. Removes procedural aspects and terms of agreement. Adds criteria for Experience Passes and for acquiring specialty items. Adds reference to the Reconsideration of Library Resources policy.
Reviewed by	Collection Resources Manager, Associate Director of Public Services

## ***Internet Use policy***

The collection of physical materials in a facility are the staple of what constitutes a library. What the Internet adds to libraries is a universe of information that is easily accessible to many people at the same time, with the only space requirement being that of the hardware.

In order for a library to fulfill its mission to the community:

- Access to the Internet is provided at no charge beyond what residents pay in taxes.
- Access to the Internet is provided equally, meaning that any registered user can use the resources of the Internet in the same way that the resources of the physical collection are available to all.
- The three basic supporting documents used to achieve these principles are the American Library Association's [\*Freedom to Read Statement\*](#), the [\*Freedom to View Statement\*](#), and the [\*Library Bill of Rights\*](#).

At the same time, there are limitations to the Internet:

- Unlike the library's physical collection, there are no selection criteria by professional library staff. The Internet contains some information that is inaccurate and outdated. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information.
- Internet platforms are privately owned sources, which means that they each have their own regulations for what information is permissible on their platform.
- Libraries are legally regarded as a "limited public forum" and that concept applies to the Internet, just as it applies to other products and services of the District. This concept is explained below.
- District Internet Use policy is affected by two laws: one national law (Children's Internet Protection Act) and one state law (Internet Protection in Libraries). The main concepts of these laws are explained below, followed by District interpretation and application of the laws.

In order to address some of the limitations of the Internet, the District provides the following:

- Library staff is available to help patrons navigate, identify, access, and evaluate resources on the Internet.
- Library staff provides classes to assist patrons in how to most effectively use the Internet and personal computer use.
- The District provides access to paid subscription databases. These offer the advantage that professional selection criteria by library staff have been applied, just as for other materials in the library collection.

### **Internet and limited public forum**

The concept of "*limited public forum*" occurs in many places throughout this Policy Manual. This is a legal concept pertaining to first amendment protection of free speech. It is often contrasted to a *public forum*. A public forum has little restriction to free speech. In a limited public forum, free speech is not unlimited. There are reasonable restrictions provided that these relate to *time, place and manner*.

District policy on Internet use is governed by federal law (Children's Internet Protection Act) and state law (Internet Protection in Libraries). The main provisions of these laws are described below, followed by an explanation of District interpretation and application of these laws.

### **Main provisions of the Children's Internet Protection Act (CIPA)**

This was signed into federal law in 2000 and is intended to allow Internet access while also ensuring security, privacy, and avoiding materials harmful to minors. The law was challenged by the American

Library Association and American Civil Liberties Union in 2001. It was appealed to the Supreme Court. The law was upheld.

Main provisions of CIPA are as follows:

- Libraries must have an Internet safety policy and use technology protection measures (commonly called “filters”) in order to receive E-rate discounts and Library Services and Technology Act (LSTA) funds.
- The policy must provide measures to restrict minors’ access to inappropriate or harmful materials on the Internet; provide safety to minors on online communications; prevent hacking by minors; unauthorized disclosure of a minor’s personal information.
- Materials that are obscene or harmful to minors must be filtered when the computer is being used by minors. These terms are explained in the law.
- The filter must be disabled without significant delay when the computer is being used by an adult, to enable access for “bona-fide research or other lawful purpose.”
- The law does not require libraries to track Internet use by adults or minors.

### **Main provisions of Colorado Internet Protection in Public Libraries law (C.R.S. §24-90-601 et seq.)**

This state law was made effective July 2004 and is intended to reflect the provisions of CIPA.

Main provisions of C.R.S. §24-90-601 et. seq. are as follows:

- Libraries are required to adopt and *enforce* Internet safety policies consistent with CIPA.
- Filters are required on any computers that are accessed by minors.
- Defines “harmful to minors” as a visual depiction that appeals to prurient interests, depicts actual or simulated sexual contact, and taken as a whole lacks serious literary, artistic, political or scientific value to minors.
- Defines minor as under the age of 17.
- Defines “technology protection measure” as technology that blocks or filters Internet access.
- Requires the brief disabling of filters for adults *or minors* doing *supervised* bona fide research if the computers are not in the children’s area. This must be done without significant delay.
- No involvement of library staff is needed if the library requires age verification library cards.
- Filters in a children’s area cannot be disabled.
- Libraries can filter access to materials in addition to those that are obscene.
- No action is required if a library has no budget for filtering software or cannot find free filters that meet the law’s requirements.

### **District interpretation of CIPA and state law**

The District interpretation and application of these laws is as follows:

- The default is that all computers in all District facilities have active filtering software.
- Temporary disabling of filters is required for an adult upon their request when it is for bona fide research. This must be done without significant delay. The filters are re-enabled when the patron has completed their session.
- In order to comply with a request to disable filters for bona fide research, the patron may need to be moved to another area. This would be, for example, when the computer the patron is using is in an area frequented by minors.
- Disabling of filters for minors (defined as under age 17) is permitted if they are doing bona fide research. The minor must be under adult supervision.



- Filters in a children's area cannot be disabled.
- Child pornography is illegal and therefore patently prohibited, even as bona fide research.
- Library staff are obligated to decline to disable filters if the computer is in an area adjacent to a children's area or where the computer is apt to be viewed by minors.
- Infractions relating to violations of Internet use may result in loss of computer privileges or expulsion for various periods of time.
- The District does maintain a list of the types of materials that are blocked by the filtering software.
- Patrons using their personal computers and viewing materials identified in the law will be required to move from the area where minors are present.

### **Rules for use**

To comply with the laws and the District's policy on patron behavior, those using the Internet are expected to abide by the following:

- A library card is required to use the District's computers for Internet access. Limited privilege library cards are available to those who are visiting, or whose library activity is limited to computer access only.
- Time limits for using the Internet computers are based on the library location and levels of business. During busy times, a one-hour time limit is enforced.
- Library staff are on hand to help patrons to navigate the Internet and evaluate information they find on the Internet. Staff can provide some basic instruction on how to get connected to the District's wi-fi. But staff cannot and will not provide detailed technical direction.
- All patrons must comply with the District's interpretation of federal and state law pertaining to the Internet.
- All computers in the District have filtering software.
- Patrons 17 years of age and older may request the filters be turned off in adult areas for bona fide research.
- Patrons younger than 17 years of age must have the parent, guardian or caregiver give express permission to turn off the filters. The parent, guardian or caregiver must provide direct supervision during the session.
- Unfiltered access is allowed only in adult areas and if the patron is engaged in bona fide research.
- Computers in the children's areas must remain filtered at all times.
- Attempts to bypass the filtering system are a violation of state law.
- Those using wireless access will not view materials harmful to minors or explicit sites in the children's areas.
- Filtering software is imperfect and may miss blocking some sites as well as incorrectly block other sites. Patrons are encouraged to inform library staff of either situation.
- Decisions for levels of Internet access are the responsibility of a child's parent, guardian or caregiver. Parents are strongly encouraged to work with their children to develop rules for Internet usage.

### **Inappropriate use**

Patron behavior in District facilities is regulated by the Patron Rights and Responsibilities statement in this Policy Manual. Infractions relating to Internet use will result in loss of computer privileges or expulsion for various periods of time. Specific infractions include the following:

- Use of District computers and personal devices using the District’s wi-fi service to obtain, transmit, or display photographs, images, or drawings which are in violation of the federal Children’s Internet Protection Act and Colorado Library Law, C.R.S. §24-90-100 part 6.
- Violation of the federal law prohibiting the transportation of obscene matters for sale or distribution.
- Attempts to alter or damage computers, other digital equipment, software configurations, or files that are the property of District.
- Attempts to enter the District network without authorization.
- Intentional propagation and/or transmission of computer viruses.
- Copyright infringement violations.

### **Wireless service**

The District provides free wireless network (wi-fi) access in all of its facilities, which permits Internet access from an individual’s personal laptop or similar devices. Important things to know about this service:

- Before signing onto wireless network access, a patron must agree to comply with the District’s terms of service.
- Library staff will provide basic instruction in accessing the District’s wireless service, but staff are unable to provide technical assistance and no guarantee can be made that individuals will be able to make a connection to the wireless service.
- The District’s wireless network service is not secure. It is the individual’s responsibility to provide appropriate security settings to control access from other wireless devices. The District assumes no responsibility for providing virus protection or other security measures.
- Individuals using wireless access are expected to comply with other provisions in this Internet policy.
- If the patron is accessing materials that would be in violation of the laws or District policy, but it is for bona fide research, individuals may be asked to move to a different area in the library if a site being viewed is deemed inappropriate for the age level primarily served in the area.
- The District assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the wireless access.

### **Printing**

Printing and copying of materials from the Internet are another service of the District. The District allows for the printing and copying of a certain number of pages without cost. Details concerning printing are described in the Fines and Fees policy elsewhere in this Policy Manual.

### **Related documents**

*Websites:*

- [Children’s Internet Protection Act \(CIPA\)](#)
- [Colorado State Library Quick Guide for C.R.S. §24-90-601 et seq.](#)
- [MyLibrary.us – Computers and Wi-fi](#)

*Other policies:*

- Patron Rights and Responsibilities statement
- Fines and Fees policy

<b>Policy History</b>	<b>Internet Use</b>
2002 – Nov	Earliest known version. Titled “Public Access to the Internet.”
2007 – Feb 19	Retitled “Internet Use Policy.” Added new policy titled “Wireless Access.”
2009 – Feb	Significantly revised. Broken out into “Internet Use Policy”, “Internet Use Guideline”, “Internet Use Rule”, “Wireless Internet Access Guideline.”
2011 – Mar 21	Added clarification to the “Wireless Internet Access Guideline” that individuals may be asked to move if the site being viewed is not appropriate for the area in which they are seated.
2021 – May 17	Significantly revised to spell out the requirements of the federal and state laws on Internet protection, and the District’s interpretation and application of those requirements.
2021 – Nov 15	Policy was amended in several places to reflect that it is required to disable the filter without significant delay when there is a legitimate request for bona fide research.
Reviewed by	Associate Director of Public Services, Executive Director

## ***Proctoring policy***

The High Plains Library District provides exam proctoring service. This service is offered free of charge. There is no requirement that the student live within the boundaries of the District.

The following guidelines articulate the responsibilities of the student, the library and the proctor, and any disclaimers.

### **Student responsibilities**

- Complete the [Proctoring Request Formstack](#) allowing for five business days for review and scheduling of an appointment.
- Determine that the library's resources, including installed software and physical environment, meet the exam requirements.
- Arrange for all necessary exam information to be completed in accordance with the institution's deadline (approval of proctor, receiving the examination, taking the test, returning the test before deadline).
- Pay for any expenses associated with the exam, such as prepaid envelopes or photocopying.
- Provide photo identification at the time of the exam.
- Arrive on time or notify the proctor if unable to make the appointment. Rescheduling will be at the convenience of the proctor if student is late or cancels.

### **Library responsibilities**

- Contact the student within five business days after receiving the Exam Proctoring Request Formstack.
- Administer the exam during regular library hours.
- Verify the identity of the student with photo identification.
- Notify the student when exam information has been received, if applicable.
- Monitor student periodically during the exam.
- Enforce time limits or other requirements.
- Reserve a public computer in advance for online examinations, extend time as needed or reserve a conference room.
- Return the exam to the institution in a timely manner, if applicable.

### **Disclaimers**

- Library will not offer walk-in proctoring.
- Proctor and library will not be responsible for unforeseen events, such as network or equipment failure, lost or delayed mail, proctor illness, or library closure.
- Proctor and library will not be responsible for completed tests not received by the institution.
- Proctor will not install special software onto computers.
- Proctor will not provide personal information, such as home phone number or social security number.
- Proctor will not arrange for special shipping services such as UPS, FedEx or DHL.
- Proctor will not allow use of cell phones or visiting with others during examination.

### **Related documents**

*Websites:*

[Proctoring Request Formstack](#)

<b>Policy History</b>	<b>Proctoring</b>
2011 – Mar 21	New. Identifies expectations of the public.
2014 – Mar 17	Broken out into “Proctoring Policy” and “Proctoring Guideline.” Significant expansion from previous version.
2021 – May 17	Revised. Combined Policy and Guideline. Added some clarifying language.
Reviewed by	Associate Director of Public Services

## **Programs policy**

High Plains Library District programs are grounded in the District’s mission and vision:

Mission: “Helping build community”

Vision: “High Plains Library District gives access to answers for every question.”

### **Authority**

The High Plains Library District Board of Trustees and Executive Director establish the policies that govern the District. The Executive Director has ultimate responsibility for program offerings, operating within established policies. The Executive Director delegates the design, development and delivery of programs to the staff, who operate within the essential principles, criteria and objectives outlined in this policy.

### **Scope of programs**

A program is defined as an activity or event in a group setting intended to meet needs or interests of a target audience and build relationships between participants and the library.

Each program has a targeted audience that is generally age-related – children, teens and adults. Programs may also be multigenerational. Programs include lectures, discussion groups, computer classes, book clubs, community forums, visual and performance art, storytimes, interactive demonstrations, continuing education or major community-wide events.

The public can also provide their own programs, provided the program complies with the District Meeting Spaces policy. The District does not promote these private programs.

### **Essential principles**

- Programs are intended to reinforce the District’s mission in “helping build community”, to contribute to the District vision to “give access to answers for every question” and to meet strategic plan objectives such as skill-building.
- As expressed in the District Meeting Spaces policy, all library-sponsored activities are free and open to the public. Library programs are sometimes targeted toward age-specific audiences.
- Programs should promote the library’s collection and resources and should consist of the same breadth and depth of topics, stories and perspectives that are offered in the collection.
- Program topics should reflect community interests and should not be intended to persuade participants to a particular point of view.
- As with other District services, minors’ access to programs is the responsibility of their parents or legal guardian.
- The District reserves the right to not schedule a program and/or cancel a scheduled program. Programs may also be cancelled due to weather, low registration or absence of the presenter.
- Programs may require advanced registration to ensure that adequate supplies and resources are available.
- Views expressed by a program presenter or participant do not constitute District endorsement. This also applies to online programs.
- No right of privacy exists relating to your passive or active participation in a public meeting.
- The District, in its collections, meeting rooms and programs, supports the American Library Association’s Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

- In order to make the most efficient and effective use of financial and staff resources, programs will be planned for the upcoming year.
- Programming procedures are separate and apart from this policy.

### **Criteria**

Among the criteria considered when making decisions about a specific program will be the following:

- Degree of alignment with District mission, vision and strategic plan
- Community needs and interests
- Cost and budget
- Service area demographics
- Provides a forum for sharing of different perspectives
- Offers training and assistance with new technologies
- Fosters a love for reading and learning
- Fosters community awareness
- Safety and security of customers and staff
- Accuracy and timeliness of topic
- Supplementing or extending information found in library collections
- Promoting the library and encouraging use of its resources
- Presentation quality
- Presenter background and qualifications in content area
- Historical, cultural or educational significance
- Age appropriateness of content
- Availability of program space
- Availability elsewhere
- Programming is to be non-partisan and inclusive of a full variety of community perspectives
- When practicable, the Harwood model is to be used to ensure that programming decisions are driven by community input and needs
- Input from the Public Library Association regarding best practices to be considered
- Inclusive and diverse programming is encouraged

The District does not provide:

- Programs of a purely commercial nature or those designed for the solicitation of business for third parties
- Programs that specifically support or oppose any political party, candidate or ballot measure
- Programs that support or oppose a specific religion. Programs may address religious themes to educate or inform, but will not promote or proselytize a particular religious conviction.

### **Objectives**

Each program will have a written plan that clearly defines goals, intended audiences, objectives and outcomes.

Library programs will be designed and delivered to provide learning experiences that meet at least one of the following outcomes:

- Participant gains awareness of the library's resources and services
- Participant gains new knowledge

- Participant develops a skill
- Participant gains exposure to new ideas and/or diverse perspectives

### **Presenters**

Library programs may be developed and presented by staff, or by hired program professionals. Generally, programs for children and teens are developed by staff; programs for adults generally use hired program professionals.

The District draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present public programs.

Program professionals can submit requests to the District. These are considered using the criteria described in this policy.

In accordance with the Meeting Spaces policy, a library-sponsored event may collect funds to cover the cost of materials use, especially when the materials are given to a participant for their use.

The District may approve the sale of materials by a program professional as part of a library-presented program. This is in accordance with the Soliciting, Free Speech and Fundraising Activities policy exception concerning organizations with which we partner.

### **Controversy**

In pursuit of the District mission and vision (“Helping build community” and “High Plains Library District gives access to answers for every question”), it is inevitable that some topics may be controversial or that a given program may offend some patrons. The District follows these principles:

- Programs are selected in accordance with the criteria and objectives listed above.
- On controversial topics, the District aims to present programs that encourage or assist community dialogue by including a variety of perspectives, or acknowledging other perspectives.
- While controversy is not avoided, the District does not present programs that are intentionally inflammatory or polarizing in the community.
- Responsibility for the exposure of minors to library programs rests with their parents or legal guardians.

### **Reconsideration**

Individuals who reside within the legal boundaries of the High Plains Library District may express concerns about library materials, programs, displays, and exhibits by submitting a Request for Reconsideration form in accordance with our Reconsideration of Library Resources policy.

### **Accessibility**

Pursuant to the Americans with Disabilities Act, accommodations for persons with disabilities will be made in accordance with applicable federal, state and local laws, policies, guidelines, directives and procedures.



**Related documents**

*Websites:*

- [American Library Association Library Bill of Rights](#)
- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [MyLibrary.us – Program Signup](#)
- [Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources Request for Program Reconsideration form](#)

*Other policies:*

- Meeting Spaces policy
- Soliciting, Free Speech and Fundraising Activities policy
- Sponsorship policy
- Service Delivery
- Reconsideration of Library Resources policy

*Procedures:*

- Programs procedure
- Program Reconsideration procedure
- Programs Review procedure
- High Plains Library District Programming Manual
- Meeting Room procedures
- Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Programs</b>
2010 – Feb 15	New. Sections titled “Programming Policy” and “Programming Guideline.” The policy outlines program priorities and the guideline describes how programming priorities are set.
2012 – Feb 12	Revision. Amended the Guideline to include additional criteria for program proposals and added a statement to include provision of interpreter services.
2014 – Mar 17	Revision. Amended Policy. Previous policy focused on literacy. New policy emphasizes programs will fulfill civic role and positioning library as a cultural center and community gathering place.
2015 – Apr 24	Revision. Deleted Guideline. Policy rewritten to emphasize patron experiences and library as center for growth and development of new ideas.
2021 – Nov 15	Revision. Expanded significantly to include essential principles, criteria, objectives, authority, reconsideration and accessibility.
2023 – Sep 18	Proposes additional language
2024 – Jun 17	Revision. Changes the reconsideration wording to be consistent with other District policies; references the Reconsideration of Library Resources policy.
Reviewed by	Executive Director, Legal Counsel

## LAWS IN THE POLICY MANUAL

Many of the policies of the District are impacted by state and federal laws, or by statements of the American Library Association. The chart below identifies policies that are based upon law or professional statements, with citations to those laws.

Policy	Laws or Professional statements
Archival Collection	<a href="#">Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources</a>
Artwork	<a href="#">C.R.S. §24-48.5-312 – Art in Public Places Program</a> <a href="#">Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources</a>
Circulation	<a href="#">Fair Debt Collection Practices Act</a>
Copyright	<a href="#">U.S. Copyright Office, Copyright Law, Limitations on Fair Use Digital Millennium Copyright Act, 17 U.S.C. 512 (“DMCA”)</a>
Flags	<a href="#">United States Code Title 4 Chapter 1 – The Flag</a>
Governance	<a href="#">C.R.S. §24-90-101 to 119 – Colorado Library Law</a> <a href="#">Colorado Library Law Quick Guide for C.R.S. §24-90-101 et seq.</a>
Identity Theft	<a href="#">Federal Trade Commission Red Flags Rule (16 C.F.R. Part 681)</a>
Interlibrary Loan	<a href="#">Interlibrary Loan Code for the United States</a>
Internet Use	<a href="#">Children’s Internet Protection Act (CIPA)</a> <a href="#">Colorado State Library Quick Guide for C.R.S. §24-90-601 et seq.</a>
Introduction	<a href="#">Colorado State Library Page – Method of Establishment Quick Guide</a> <a href="#">Colorado State Library Page – Library Law</a>
Meeting Spaces	<a href="#">Senate Bill SB-24-216 and C.R.S. §24-90-122 – Public libraries - standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities</a>
Open Records Requests	<a href="#">Colorado Open Records Act (CORA) C.R.S. §§24-72-201 et seq</a> <a href="#">C.R.S. §§24-72-204(3) (a) (V)</a> <a href="#">C.R.S. §§24-72-204 (3) (a) (VII)</a> <a href="#">C.R.S. §§24-72-205(6)</a> <a href="#">Colorado State Archives Special Districts Records Management Manual</a>
Pandemics	<a href="#">Weld County Department of Public Health and Environment</a>
Patron rights and responsibilities	<a href="#">Privacy of User Records C.R.S. §§24-90-119</a>
Personal Information Protection	<a href="#">CRS 24-73-101 Data disposal</a> <a href="#">CRS 24-73-102 Security procedures</a> <a href="#">CRS 24-73-103 Security Breach Notification</a>
Photography and Videorecording	<a href="#">ALA Office for Intellectual Freedom – Auditing the First Amendment at Your Public Library</a> <a href="#">Colorado State Library Quick Guide for C.R.S. §24-90-119</a>
Posting and Distribution	<a href="#">American Library Association Freedom to Read Statement</a> <a href="#">American Library Association Freedom to View Statement</a> <a href="#">The Fair Campaign Practices Act (FCPA) C.R.S. §§1-45-101</a> <a href="#">Article XXVIII of the Colorado Constitution</a>

Privacy of User Records	<a href="#">Colorado State Library Quick Guide for C.R.S. §24-90-119 – Privacy of User Records</a> <a href="#">Colorado Department of Education C.R.S. §24-90-602 – Filtering Law USA PATRIOT Act</a>
Programs	<a href="#">American Library Association Library Bill of Rights</a> <a href="#">American Library Association Freedom to Read Statement</a> <a href="#">American Library Association Freedom to View Statement</a> <a href="#">Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources</a>
Reconsideration of Library Resources	<a href="#">American Library Association Library Bill of Rights</a> <a href="#">C.R.S. §24-90-119. Privacy of user records</a> <a href="#">Colorado Open Records Act (CORA) C.R.S. §24-72-201 et seq.</a> <a href="#">Senate Bill SB-24-216 and C.R.S. §24-90-122 – Public libraries - standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities</a>
Scope of Collection, Criteria for Collection, Genealogy, Self-published works	<a href="#">American Library Association Freedom to Read Statement</a> <a href="#">American Library Association Freedom to View Statement</a> <a href="#">American Library Association Library Bill of Rights</a> <a href="#">Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources</a>
Security Cameras	<a href="#">Colorado State Library Quick Guide for C.R.S. §24-90-119 – Privacy of User Records</a> <a href="#">Colorado Open Records Act (CORA) C.R.S. §24-72-201 et seq.</a> <a href="#">USA FREEDOM Act</a>
Service Animals	<a href="#">U.S. Department of Justice ADA Requirements – Service Animals</a> <a href="#">ADA National Network -- Service Animals and Emotional Support Animals</a>
Social Media	<a href="#">C.R.S. §24-34-402.5 – Discriminatory or Unfair Employment Practices</a>
Specialty Checkout	<a href="#">Senate Bill SB-24-216 – Standards for Decisions Regarding Library Resources</a>

Weapons	<a href="#">Colorado Constitution Article II, Section 3 – Inalienable rights</a> <a href="#">Colorado Constitution Article II, Section 13 – Right to bear arms</a> <a href="#">C.R.S. § 13-14-105.5 – Civil protection orders – prohibition on possessing or purchasing a firearm</a> <a href="#">C.R.S. § 18-1-1001 – Protection order against defendant – definitions</a> <a href="#">C.R.S. § 18-12-105 – Unlawfully carrying a concealed weapon – unlawful possession of weapons</a> <a href="#">C.R.S. § 18-12-105.5 – Unlawfully carrying a weapon – unlawful possession of weapons – school, college or university grounds</a> <a href="#">C.R.S. § 18-12-105.6 – Limitation on Local Ordinances Regarding Firearms in Public Vehicles</a> <a href="#">C.R.S. § 18-12-106 – Prohibited use of weapons</a> <a href="#">C.R.S. § 18-12-108 – Possession of weapons by previous offenders</a> <a href="#">C.R.S. § 18-12-201 – Permits to carry concealed handguns – Legislative declaration</a> <a href="#">C.R.S. § 18-12-203 – Permits to carry concealed handguns – Criteria for obtaining a permit</a> <a href="#">C.R.S. § 18-12-213 – Permits to carry concealed handguns – Reciprocity</a> <a href="#">C.R.S. § 18-12-214 – Permits to carry concealed weapons – Authority granted by permit – carrying restrictions</a> <a href="#">C.R.S. § 29-11.7-104 – Regulation of firearms – Regulation – carrying – posting</a> <a href="#">US Code 922 – Unlawful Acts</a>
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## POLICY MANUAL HISTORY BY DATE

Date	Section	Policy Title	Changes
1991 – July	Facilities	Artwork	Titled “Display and Exhibits Policy and Guideline.” Earliest known version.
1991 – July	Services	Circulation	Earliest known version. There is a section titled “Loan Policies.”
1991 – July	Collection Development	Collection Development	Earliest known version. Titled “Materials Selection.” Includes sections on Objectives, Responsibility for Selection, General Criteria for Selection, Freedom of Selection, Challenged Materials, Gifts and Special Collections, Disposal of books and non-print materials (weeding).
1991 – July	Fundraising	Donation Policy	Earliest known version. Titled “Gifts and Special Collections.” Includes gifts of money; emphasis is on gifts of books and other materials.
1991 – July	Financial	Financial Policies and Procedures Manual	Earliest known version titled “Financial Assets.” Includes section on “Financial Policies.”
1991 – July	Governance	Governance	Earliest known version. Titled “Government of the Weld Library District.”
1991 – July	Fundraising	High Plains Library District Foundation	Earliest known version. Title of section is “Library Support Groups” and includes sections on Friends of the Library and Volunteers
1991 – July	Basis Documents	High Plains Library District Introduction	Earliest known fragment appears in section “General Policies.”
1991 – July	Basis Documents	Mission Statement	Earliest known version. Includes mission, goals, general policies.
1991 – July	Governance	Service Areas Outside of the District	Earliest known version appears in section titled “Affiliation with other library agencies.” There is a reference to the High Plains Regional Library Service System and that Centennial Park is resource center for that system.
1991 – July	Services	Service Delivery	Titled “Service Delivery Statement.” Earliest known version. Has section on Branch Libraries.
1994 – Mar 28	Facilities	Meeting Rooms	New. Appears as an addendum to policy manual.
2002 – Nov	Services	Circulation	New. Circulation Policies includes: Patron registration, Verification, Unverified users, Juvenile cards, College students, Teacher status, Temporary status, Homebound, Nonresident status, Organization cards, Borrowing privileges, Limits on checkouts, Reserves/Holds, Library card unavailable, Renewals.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2002 – Nov	Facilities	Artwork	Titled “Display and Exhibits Policy and Guideline.” Added paragraphs to indicate District not responsible for damage and doesn’t insure items. Requires lender to sign agreement.
2002 – Nov	Publicity	Community Relations and Marketing	Earliest known version. Titled “Public Information.” Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2002 – Nov	Financial	Fines and fees	Earliest known version. Includes fines for overdues, and fees for extra services, damages and lost items.
2002 – Nov	Governance	Governance	Revised. Shortened to indicate the source of District’s authority.
2002 – Nov	Basis Documents	High Plains Library District Introduction	Revised. Appears in section “Weld Library District” and “Weld Library District General Policies.”
2002 – Nov	Services	Internet Use	Earliest known version. Titled “Public Access to the Internet.”
2002 – Nov	Basis Documents	Patron Rights and Responsibilities Statement	Earliest known version. Titled “Patron Rights and Responsibilities.” Also includes “Statement of Responsibility Regarding Children in the Library.”
2002 – Nov	Facilities	Posting and Distribution	New. Titled “Guidelines for the posting of non-library materials and the distribution of non-library publications.”
2002 – Nov	Privacy and confidentiality	Privacy of User Records	Earliest known version. Title is “Confidentiality Statement” and “Confidentiality of Library Records.”
2004 – Apr	Collection Development	Collection Development	Retitled “Collection Development Policy.” Includes most of what is in 1991 version, but has added section on “Weld Library District Donation Policy” and includes gifts of money and volunteering.
2004 – Apr	Fundraising	Donations Policy	Revision. Broken out into sections on Books and other materials, monetary donations, volunteering.
2004 – Apr	Basis Documents	Patron Rights and Responsibilities Statement	Revised. The statement on children which was separate in 2002 version is now incorporated into this policy.
2004 – Apr	Governance	Service Areas Outside of the District	Changed from High Plains Regional Library system to Colorado Library Consortium (CLiC)
2007 – Feb 19	Services	Circulation	Removed sections on Teacher and Nonresident status. Added section on Interlibrary Loan.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2007 – Feb 19	Collection Development	Collection Development	Revision. Includes many of same titles as in earlier versions, but significantly expanded narrative and topics. Sections on “Disposal of Materials” and “Challenged Materials” moved to Collection Development policy “Retention” and “Reconsideration” respectively. A “Reconsideration Form” is in the appendix to Policy Manual.
2007 – Feb 19	Publicity	Community Relations and Marketing	Titled “Public Information.” Section on tours removed.
2007 – Feb 19	Fundraising	Donation Policy	Revision. Added a section on “Donor Recognition” about naming portions of the library after individuals or organizations.
2007 – Feb 19	Financial	Financial Policies	New. Contracted services appears under “Procurement Policy”
2007 – Feb 19	Financial	Financial Policies	New. Titled “Investment Policy.” Sections: scope, investment objectives, delegation of authority, prudence, ethics, conflict of interest, authorized securities and transactions, investment diversification, investment maturity and liquidity, competitive transactions, selection of broker/dealers, selection of banks, safekeeping and custody, performance benchmarks, reporting, policy revisions
2007 – Feb 19	Financial	Fines and fees	Includes list of fees, meeting room charges
2007 – Feb 19	Governance	Governance Statement	Titled “Governing of the Weld Library District” but the text is same as 2002 version.
2007 – Feb 19	Fundraising	High Plains Library District Foundation	Titled “Library Support Groups.” The section on Friends of the Library is replaced by Weld Library District Foundation, incorporated on October 25, 2000.
2007 – Feb 19	Basis Documents	High Plains Library District Introduction	Revised and expanded. Retitled “Introduction.”
2007 – Feb 19	Services	Internet Use	Retitled “Internet Use Policy.” Added new policy titled “Wireless Access.”
2007 – Feb 19	Facilities	Meeting Rooms	Similar to 1994 version, but with additions pertaining to use of the Nomad system, changes to damage deposits
2007 – Feb 19	Basis Documents	Mission Statement	Revised wording. Titled “Mission.”
2007 – Feb 19	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Some of the 2004 version remains, but the section is significantly expanded.
2007 – Feb 19	Privacy and Confidentiality	Privacy of User Records	The section of the law that allows parental access is added. Also, in prior versions, parent could get information on minor’s record only if items were at least 40 days overdue. This was shortened in 2007 version to allow sharing of information regardless of when materials are overdue.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2007 – Feb 19	Governance	Service Areas Outside of the District	New section on “Local CLC ( Colorado Libraries Collaborate) Policy” added, separate from “Service Areas Outside of the District”.
2007 – Feb 19	Facilities	Smoking	New. No smoking allowed within 25 feet on entryway.
2007 – Feb 19	Facilities	Soliciting, Free Speech and Fundraising Activities	New. Titled “Soliciting, Petitioning and Fundraising”
2007 – Feb 19	Basis Documents	Values and Principles Statement	New. Titled “Values and Principles.” Nine paragraphs of narrative description of values and principles.
2007 – Feb 19	Basis Documents	Vision Statement	New. Titled “Vision.” Includes sections on Our Patrons, Our Facilities and Equipment, Our Staff, Our Community.
2009 – Feb	Facilities	Alcohol at Events	New. Includes “Alcohol at Events Policy” and “Alcohol at Events Procedure.”
2009 – Feb	Facilities	Artwork policy	New. Includes Art accession and deaccession procedure.
2009 – Feb	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	New. Describes the process for nomination and selection of Library Board members.
2009 – Feb	Services	Circulation	Major revision. Divided into sections on “Circulation Policy”, “Circulation Guideline”, “Borrowing Procedure”, “Circulation Procedure” and “Interlibrary Loan Procedure.” Most of the information in previous policies has been moved to the procedure sections.
2009 – Feb	Collection Development	Collection Development	Revision. The 2007 version is shortened. Has been broken out into “Collection Development Policy”, “Collection Development Guideline” and “Collection Development Procedure.”
2009 – Feb	Facilities	Artwork	Titled “Displays and Exhibits Policy and Guideline.” Added language and separated into “Display and Exhibits Policy”, “Display and Exhibits Guideline”, “Display and Exhibits Procedure.”
2009 – Feb	Fundraising	Donations Policy	Revision. Broken into sections on “Gifts and Donations Policy”, “Gifts and Donations Guideline” and “Gifts and Donations Procedure.”
2009 – Feb	Facilities	Facilities Master Plan	New. Titled “Establishment of District Facilities.” Describes process for determining when new branches will be added; includes stipulations for library facilities, site selection and co-location.
2009 – Feb	Financial	Financial Policies	New. Accounts Payable procedure
2009 – Feb	Financial	Financial policies	New. Expenditure Policy.
2009 – Feb	Financial	Financial policies	Revision to Financial Assets policy. Broken into “Investment Policy” and “Investment Procedure.” The policy is much shorter than the 2007 version.



<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2009 – Feb	Financial	Fines and fees	Fines and fees no longer appears in Policy Manual. It is an independent document.
2009 – Feb	Governance	Governance	Retitled “Governance Statement” but the text is same as 2002 version.
2009 – Feb	Fundraising	High Plains Library District Foundation	Significant revision, and broken out into sections on “High Plains Library District Foundation Role Policy”, “Foundation and Library Relationship Procedure”, “Foundation Role Procedure” with subsections on “Support for All Libraries”, “Support for High Plains Library District”, “Support for Member Libraries.”
2009 – Feb	Services	Internet Use	Significantly revised. Broken out into “Internet Use Policy”, “Internet Use Guideline”, “Internet Use Rule”, “Wireless Internet Access Guideline.”
2009 – Feb	Facilities	Meeting Rooms	Major revision. Broken out into “Meeting Rooms Policy”, “Meeting Rooms Guideline”, “Meeting Rooms Procedure”, “Meeting Room Rules”.
2009 – Feb	Financial	Member Project Funding Policy	New. Titled “Member Project Funding Policy and Guideline.”
2009 – Feb	Basis Documents	Mission Statement	Retitled “Mission Statement.” Replaces former mission with “Connecting communities to information, inspiration and entertainment for life.”
2009 – Feb	Services	Mobile, Outreach, Virtual, Events & Experiences	New. Titled “Outreach Definitions.”
2009 – Feb	Basis Documents	Operating Principles for staff	New.
2009 – Feb	Basis Documents	Patron Rights and Responsibilities Statement	Title changed to “Patron Rights and Responsibilities Statement.”
2009 – Feb	Facilities	Posting and Distribution	Revision. Separated into “Posting and Distribution Policy” and “Posting and Distribution Procedure.”
2009 – Feb	Privacy and Confidentiality	Privacy of User Records	Significant revision. Broken out into “Confidentiality Policy”, “Confidentiality Guideline” and “Confidentiality Procedure.”
2009 – Feb	Publicity	Community Relations and Marketing	Titled “Public Information policy.” Significant revision. The Public Information Policy is now called the “Publicity Procedure.” This is broken out into “Public Information Policy”, “Photo Release Procedure” and “Publicity Procedure.”
2009 – Feb	Facilities	Recycling	New. Titled “Recycling Policy” and “On-Site Recycling Procedure.”
2009 – Feb	Governance	Service Areas	New. Titled “Service Area Definitions.” Provides overview of District library locations, member libraries and outreach services.
2009 – Feb	Governance	Service Areas Outside of the District	Section is retitled “Colorado Library Card (CLC) Procedure”; is separate from “Service Areas Outside of the District”.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2009 – Feb	Services	Service Delivery	Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.
2009 – Feb	Financial	Financial Policies	“Signature Authority Procedure” moved to Procedures Manual.
2009 – Feb	Facilities	Smoking	Similar to 2007 but rearranged.
2009 – Feb	Basis Documents	Values and Principles Statement	Retitled “Values and Principles Statement.” In the 2007 Policy Manual, these were the “Vision.”
2009 – Feb	Basis Documents	Vision Statement	Revised. Retitled “Vision Statement.” Shortened significantly to “To build a solid reputation, increase overall participation and unite residents by being so connected to our communities that the library: <ul style="list-style-type: none"> <li>• becomes everyone’s first and best choice for life long learning</li> <li>• Is seen as a necessary and important community asset</li> <li>• Is a community destination and gathering place</li> </ul>
2010 – Feb 15	Basis Documents	High Plains Library District Introduction	Revised to clarify legal status of District.
2010 – Feb 15	Basis Documents	Patron Rights and Responsibilities Statement	Added “Security Policy and Guideline.” Added statement that library is not a refuge from law enforcement.
2010 – Feb 15	Privacy and confidentiality	Identity Theft Policy and Guideline	New. Sections on “Identity Theft” and “Identity Theft Guideline.” Identifies how District responds to FTC’s Red Flag policies which outline organization’s responsibility for protecting consumers from identity theft
2010 – Feb 15	Publicity	Sponsorship	New. District may choose to sponsor events
2010 – Feb 15	Services	Programming	New. Sections titled “Programming Policy” and “Programming Guideline.” The policy outlines program priorities and the guidelines describes how programming priorities are set.
2011- Mar 21	Basis Documents	High Plains Library District Introduction	Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs).
2011 – Mar 21	Basis Documents	Patron Rights and Responsibilities Statement	Retitled “Security Policy and Guideline” to “Safety and Security Policy and Guideline.”
2011 – Mar 21	Facilities	Artwork	There were two separate sections on “Artwork” and “Display and Exhibits Policy and Guideline.” Separates Art acquisition and deaccessioning practices from Display practices. All references to loans were moved to Displays section. Ability to sell art if accompanied by donation to Foundation added.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2011 – Mar 21	Facilities	Meeting Rooms	In Guideline, made separate document about security deposits and statement about fees from some meeting rooms. Added time limit for how long room is guaranteed. Adjusted for variations in DSS facility. Provided information about using library study rooms.
2011 – Mar 21	Financial	Financial policies	New section on Contracted Services policy to state due diligence in reviewing contractual documents
2011 – Mar 21	Financial	Fines and fees	Fines and fees list is separate from Policy Manual, but approved by Board.
2011 – Mar 21	Privacy and confidentiality	Identity Theft Policy and Guideline	Revision. Clarifies that a photo ID with current residence information is sufficient for library card. If residence is not accurate, a second document is required.
2011 – Mar 21	Services	Internet Use	Added clarification to the “Wireless Internet Access Guideline” that individuals may be asked to move if the site being viewed is not appropriate for the area in which they are seated.
2011 – Mar 21	Services	Notary Policy and Guideline	New. Added service.
2011 – Mar 21	Services	Proctoring	New. Separate sections on Policy and Guideline. Identifies expectations of the public.
2011 – Mar 21	Services	Service Delivery	Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services.
2012 – Feb 12	Facilities	Alcohol at Events	“Alcohol at Events Procedure” is moved to Procedures Manual
2012 – Feb 12	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	Revision. Guideline amended from “representing an area” to “identified region.” Procedure moved to Procedure Manual.
2012 – Feb 12	Services	Circulation	“Borrowing Procedure”, “Circulation Procedure”, “Interlibrary Loan Procedure” moved to Procedures Manual.
2012 – Feb 12	Collection Development	Collection Development	The “Collection Development Procedure” is moved to Procedures Manual.
2012 – Feb 12	Collection Development	Copyright	Copyright is included in “Collection Development Statement.” Added that the District will operate within provisions of corporate licensing agreements (in addition to United States copyright laws.)
2012 – Feb 12	Fundraising	Donation Policy	“Gifts and Donations Procedure” moved to Procedures Manual.
2012 – Feb 12	Facilities	Facilities Master Plan	Titled “Establishment of District Facilities.” This is absent from the policy manual
2012 – Feb 12	Financial	Financial Policies	“Accounts Payable Procedure” moved to Procedures Manual.
2012 – Feb 12	Financial	Financial Policies	“Investment Procedure” including Financial Assets is moved to Procedures Manual.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2012 – Feb 12	Financial	Fines and fees	Fines and fees list is separate from Policy Manual, but approved by Board.
2012 – Feb 12	Fundraising	High Plains Library District Foundation	“Foundation and Library Relationship Procedure”, “Foundation Role Procedure” moved to Procedures Manual.
2012 – Feb 12	Facilities	Meeting Rooms	Revision. “Meeting Rooms Procedure” moved to Procedure Manual. Also added a rule about what library will provide and what supplies need to be provided by patron
2012 – Feb 12	Services	Notary Policy and Guideline	Clarifies that Colorado Notaries do not provide I-9 verification.
2012 – Feb 12	Basis Documents	Operating Principles for staff	Does not appear in this edition.
2012 – Feb 12	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Eliminated specific examples of assuming identity of another person without authorization.
2012 – Feb 12	Facilities	Posting and Distribution	“Posting and Distribution Procedure” is moved to Procedures Manual.
2012 – Feb 12	Privacy and confidentiality	Privacy of User Records	“Confidentiality Procedure” moved into Procedures Manual. Also a sentence was removed and replaced with a sentence that “patron privacy is protected to the full extent of allowed under law.”
2012 – Feb 12	Services	Programming	Revision. Amended the Guideline to include additional criteria for program proposals and added a statement to include provision of interpreter services.
2012 – Feb 12	Publicity	Community Relations and Marketing	Titled “Public Information.” “Photo Release Procedure” and “Publicity Procedure” moved to Procedures Manual.
2012 – Feb 12	Facilities	Recycling	“On-Site Recycling Procedure” moved to Procedures Manual.
2012 – Feb 12	Governance	Service Areas	Titled “Service Area Definitions.” This is absent from the policy manual
2012 – Feb 12	Governance	Service Areas Outside of the District	“Colorado Library Card Procedure” is moved to Procedures Manual.
2012 – Feb 12	Services	Service Delivery	Titled “Service Delivery Statement.” Amended language to clarify that member libraries have local boards that determine services and programs.
2012 – June	Facilities	Sustainability	New.
2013 – Feb 18	Collection Development	Collection Development	Added “Collection Development Statement” and “Collection Selection FAQ.”
2013 – Feb 18	Definitions	Definitions	New.
2013 – Feb 18	Facilities	Facilities Master Plan	Titled “Establishment of District Facilities.” This is now in the Policy Manual. The section has been edited from the 2009 version.
2013 – Feb 18	Financial	Financial policies	Addition in Contracted Services policy to indicate factors that influence whether to utilize contracted services

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2013 – Feb 18	Financial	Financial Policies	Originally titled “Investment Policy” but was changed to “Financial Assets”: because the title “Investment Policy” is maintained by Finance Office and required by law to use that terminology. The statement is same as the 2009 version. A sentence was added to identify scope of financial assets.
2013 – Feb 18	Fundraising	High Plains Library District Foundation	Two minor changes: (1) a duplicate sentence was removed and (2) clarifies specific relationship between Board and Foundation Board. See also Foundation By-Laws.
2013– Feb 18	Financial	Member Project Funding	Titled “Member Project Funding Policy and Guideline.” Reviewed but no change.
2013 – Feb 18	Services	Mobile, Outreach, Virtual, Events & Experiences	Revision. Title changed to “Outreach Service Area Definitions.” Expands on 2009 version and includes sections on bookmobile stops, deposits, locations with volunteers and homebound delivery.
2013 – Feb 18	Governance	Service Areas	Titled “Service Area definitions.” Added back in Policy Manual.
2013 – Feb 18	Governance	Service Areas Outside of the District	Section retitled “Colorado Library Card (CLC) Rules” and is moved to Service Areas section of the Policy Manual.
2013 – Feb 18	Facilities	Sustainability	Policy approved by Board in 2012 but not added until 2013 version
2014 – Mar 17	Collection Development	Collection Development	Added wording to the “Collection Selection FAQ”: works created by local author or musician are given special consideration.
2014 – Mar 17	Basis Documents	High Plains Library District Introduction	Adds that the District operates in compliance with Federal and state statutes.
2014 – Mar 17	Privacy and identity theft	Identity Theft	Titled “Identity Theft Policy and Guideline.” Added that physical address is requirement to comply with Fair Debt Collection Practices Act.
2014 – Mar 17	Facilities	Meeting Rooms	Revision. Clarified when alcoholic beverages permitted; clarified that adult presence is required in meeting rooms.
2014 – Mar 17	Services	Notary Policy and Guideline	Identifies that District notaries do not notarize petitions, complex real estate documents, and Notices of Dishonor.
2014 – Mar 17	Governance	Open Records Requests	New. Titled “Public Records Request Guideline.”
2014 – Mar 17	Services	Proctoring	Broken out into “Proctoring Policy” and “Proctoring Guideline.”
2014 – Mar 17	Services	Programming	Revision. Amended Policy. Previous policy focused on literacy. New policy emphasizes programs will fulfill civic role and positioning library as a cultural center and community gathering place.
2014 – Mar 17	Facilities	Smoking	Revision. Added language to exclude smoking of marijuana or tobacco products.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2015 – Apr 24	Facilities	Alcohol at Events	Minor change to use consistent language that places Executive Director first.
2015 – Apr 24	Facilities	Artwork Policy	“Art Exhibit application” form included on the MyLibrary website, with links from policy manual (in sections on “Art Guideline”, “Displays and Exhibits Policy and Guideline”, “Gifts and Donations”)
2015 – Apr 24	Services	Circulation	Circulation Guideline revised to clarify that parents must sign application form and parent and child must be physically present when card is issued for minors under age 16.
2015 – Apr 24	Collection Development	Collection Development	Collection Selection FAQs amended: District does not accept replacement editions in place of lost or damaged items.
2015 – Apr 24	Fundraising	Donation Policy	Addition. Donations of historical or genealogical significance require an agreement that gives District the right to duplicate the content.
2015 – Apr 24	Financial	Fines and fees	Updated list Fines and fees list is separate from Policy Manual, but approved by Board.
2015 – Apr 24	Services	Mobile, Outreach, Virtual Events & Experiences	Titled “Outreach Service Area Definitions.” Section on Homebound Delivery is removed because this is no longer a provided service.
2015 – Apr 24	Governance	Open Records Requests	Revision. Adds sentence connecting state laws to federal laws; adds language to indicate amount of research time spent before assessing a fee.
2015 – Apr 24	Facilities	Posting and Distribution	Titled “Displays and Exhibits Policy and Guideline.” Reviewed without amendment.
2015 – Apr 24	Services	Programming	Revision. Deleted Guideline. Policy rewritten to emphasize patron experiences and library as center for growth and development of new ideas.
2015 – Apr 24	Governance	Service Areas Outside of the District	Revision. Section on “Colorado Library Card (CLC) Rules” removes (1) requirement that patron present home library card to obtain District card; (2) that patron must be in good standing at home library. Also added two statements that CLC borrowers may not borrow laptop, projector, but can use databases and downloadable materials.
2015 – Apr 24	Services	Service Delivery	Titled “Service Delivery Statement.” Section on Homebound Delivery is removed because this is no longer a provided service.
2015 – Apr 24	Facilities	Smoking	Revision. Amended language to exclude smoking of “any type” and added phrase to indicate some locations may have signs posted that exceed standard distance of 25 feet.
2015 – Apr 24	Facilities	Weapons	New. States that District is governed by state laws permitting open and concealed carrying of firearms, and local ordinances pertaining to other weapons.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2018 – Aug 20	Collection Development	Collection Development	Major revision. Retains some of former policy, but most of entire section is added or rewritten. Eliminated the “Collection Development Policy”, “Collection Development Guideline”, “Collection Selection FAQ” and added sections on Online Collection, Special Collections, Cooperative Networks, Guidelines for Authors.
2018 – Aug 20	Services	Notary Policy and Guideline	“Notary Policy and Guideline” were removed because the District no longer provides this service.
2018 – Aug 20	Facilities	Service Animals	New to policy manual. Former procedure was to allow all animals; this new policy restricts to service animals only.
2018 – Oct 15	Financial	Fines and Fees	Fines and fees policy is added back into Policy Manual. Policy clarifies that there are no overdue fines, but there is a replacement fee if items are kept longer than 42 days.
2018 – Oct 15	Facilities	Meeting Rooms	Major revision. Rearranged the information; added opening statement about purpose of meeting rooms; clarified some points in the policy.
2018 – Oct 15	Basis Documents	Operating Principles for staff	Revised. “We never say no” replaced with “we strive for yes.”
2018 – Oct 15	Facilities	Security Cameras	New. Balances importance of safety and security with need for patron privacy
2019 – Mar 18	Governance	Open Records Requests	Revision. Retitled “Open Records Requests.” Rewrite of 2014 version, much expanded to include requests, responses, fees charged, deposits.
2019 – Sept 16	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	Removed from Policy Manual because this process is superseded by process that came out of the 2017 court settlement.
2019 – Sept 16	Collection Development	Copyright	Major revision. Definition of fair use; steps when one believes District has violated copyright; what District does when there are public violations
2019 – Sept 16	Facilities	Facilities Master Plan	Titled “Establishment of District Facilities.” This is removed from the Policy Manual because it is now part of the Facilities Master Plan.
2019 – Sept 16	Facilities	Flags	New. Added in response to Board decision to post US flag posted at Board meetings and outside facilities.
2019 – Sept 16	Collection Development	Genealogy Collection	New. Written because there are aspects of genealogy collection not applicable to other parts of collection
2019 – Sept 16	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Significantly rearranged and combined policies; added information on suspensions, appeal of suspension, suspension of minors

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2019 – Sept 16	Facilities	Posting and Distribution	Revision. Identifies limitations on materials posted or distributed, especially election materials
2019 – Sept 16	Facilities	Recycling	Removed. District discontinued battery recycling. District uses recycling service for books that District unable to sell.
2019 – Sept 16	Governance	Service Areas Outside of the District	Revision. Retitled “Colorado Libraries Collaborate (CLC) Rules”; combines policy on affiliations with section on CLC rules; uses new language from state guidelines; adds that CLC patrons are not eligible for Specialty Checkout.
2020 – May 18	Facilities	Alcohol at Events	Reviewed but no changes
2020 – May 18	Financial	Fines and Fees	Revision. Clarifies distinction between fines and fees; adds that all fines and fees require Board approval; updates printing and copying practices; allows patrons to purchase extra credits; allows staff to limit excessive printing or copying; eliminates fee for replacement library cards
2020 – May 18	Facilities	Meeting Rooms	Revision. Reviewed to align with policies on alcohol and solicitation, first amendment rights and fund-raising; allows reservations regardless of fines; adds vaping as prohibited activity; clarifies conditions for soliciting, free speech, fundraising; disallows early room setups; clarifies reservations without a library card; requires that an adult (age 18 and up) to be present at meetings
2020 – May 18	Facilities	Pandemic	New. Identifies resources for making decisions on pandemic; which authority prevails in cases of conflicting information; identifies the broad strategies for managing pandemic
2020 – May 18	Facilities	Photography and Video Recording	New. Identifies locations where photos and videorecording by public are allowed as well as staff and media limitations.
2020 – May 18	Facilities	Soliciting, Free Speech and Fundraising activities	Revision. Changed title. Expands on concept of ‘limited public forum’; identifies where each of these activities can occur in and outside of library
2020 – June 15	Fundraising	High Plains Library District Foundation	Significant revision. Combined “HPLD Foundation Establishment” and “HPLD Foundation Role Policy” into one policy. Rewritten to identify mission, non-profit designation change, memorandum of understanding, fund-raising, use of funds, Foundation Board, Foundation Director, partnerships, volunteers.
2020 – June 15	Facilities	Lost and Found	New. Identifies how long items will be retained and proper disposition.
2020 – June 15	Basis Documents	Mission Statement	Replaces former mission statement with “Helping Build Community.”



<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2020 – June 15	Basis Documents	Vision Statement	Revised to “High Plains Library District gives access to answers for every question.”
2020 – Nov 16	Services	Circulation	Board amended the definition of minor to age 18. Accordingly, the guideline was corrected to indicate that parent or guardian must be present for anyone under that age.
2020 – Nov 16	Privacy and confidentiality	Privacy of User Records	Significant revision. Confidentiality Policy and Confidentiality Guideline was eliminated and replaced by Privacy of User Records policy. The new policy provides the state law on Privacy of User Records and presents the District interpretation of language in the law. Primary issues addressed: (1) definition of “records”; (2) levels of access; (3) definition of “minor” changed from age 16 to age 18; (4) more detail on the exceptions.
2020 – Nov 16	Publicity	Social Media	New. There were policies and procedures in use by the organization, but these were never in final form or included in the policy manual. This policy explains why social media is important; the efforts taken by CRM to manage the challenges of staff, public, and vendor policy; and the interpretation of state law impacting personal social media accounts.
2020 – Dec 7	Facilities	Artwork	Content is the same, but the Art Policy and Guideline, Displays and Exhibits Policy and Guideline are all combined under “Artwork Policy.”
2020 – Dec 7	Fundraising	Donations	Revision. This revision collects in one place information about the various types of donations accepted by the District. It consolidates the “Gifts and Donations Policy and Guideline” into one “Donations Policy.” It updates the previous policy to reflect that the District now accepts donations of materials (books etc.) on a limited basis. There is also a section added on donations of the District to other organizations that was not in the previous version.
2020 – Dec 7	Basis Documents	Public Statements	New. The Board of Trustees makes most public statements through policies. This policy was developed at request of the Board to assist in determining when and if it’s appropriate to make <i>other</i> public statements concerning issues such as elections and ballot, health and safety and social issues.
2021 – Jan 18	Financial	Member Project Funding	Revision. Policy and Guideline merged, added language, and minor reordering of the policy.
2021 – Jan 18	Policy Process	Policy Process	New. Outlines the stages of developing, approving and posting policies and procedures of the District.

Date	Section	Policy Title	Changes
2021 – Jan 18	Publicity	Sponsorships	Revision. The policy and guideline are combined. The policy is expanded to include sponsorships to and from the District. The policy adds criteria formerly listed only in the procedure. It also includes information about sponsorship of materials added to the library collection.
2021 – May 17	Publicity	Community Relations and Marketing	Renamed from “Public Information Policy” to “Community Relations and Marketing Policy” and expanded to identify the roles and authority of the CRM Department.
2021 – May 17	Governance	Governance	Expanded this section significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and bylaws and responsibilities of the Board of Trustees.
2021 – May 17	Services	Internet Use	Significantly revised to spell out the requirements of the federal and state laws on Internet protection, and the District’s interpretation and application of those requirements.
2021 – May 17	Facilities	Photography and Video Recording	Revised to reflect that Photo/Video releases are no longer required.
2021 – May 17	Services	Proctoring	Minor revision. Combined the policy and guideline into policy and added some clarifying language.
2021 – July 19	Services	Circulation	Circulation Policy and Circulation Guideline combined. Also updated and expanded policy to include information on types of library cards, borrowing terms and item limits, registering for a library card, and acceptable forms of identification.
2021 – July 19	Facilities	Facilities Master Plan	This section was added to provide a cross reference to the Facilities Master Plan dated Sept 6, 2019.
2021 – July 19	Financial	Financial Policies	Financial policies on Contracted Services, Expenditures, Financial Assets were removed. All financial procedures in the District Procedure Manual were removed. These are included in a separate document titled “High Plains Library District Finance Policy Manual.”
2021 – July 19	Facilities	Meeting Rooms	The following paragraph was removed: <i>The District will deny use to groups that, in the judgment of the District representative, have as their purpose to advance any doctrine or theory subversive to the Constitution; laws of the United States, or State of Colorado; or that advocate social or political change by force or violence.</i> It was removed on advice of legal counsel that case law would not support this restriction.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2021 – July 19	Facilities	Smoking	Reviewed with the only change being to include an additional cross reference to other documents.
2021 – July 19	Facilities	Sustainability	Based on input from Executive Director, CRM Manager and Human Resources Manager, this policy was removed from the Policy Manual as being unnecessary because it is more appropriate to the Facilities Master Plan.
2021 – July 19	Facilities	Weapons	Added language on the main provisions on federal, state, local laws permitting open and concealed carry of firearms and the District’s application of these laws.
2021- Aug 16	Basis Documents	High Plains Library District Introduction	This was reviewed without significant changes.
2021 – Aug 16	Governance	Service Areas	This policy was updated to include District boundaries and to clarify the relationships between District regions, school districts, city and town boundaries, and revenue collection. The sections on branches, members and Outreach are similar to the prior version, but have been reformatted.
2021 – Aug 16	Services	Service Delivery	Expanded to include the wide range of services provided.
2021 – Aug 16	Services	Mobile, Outreach, Virtual, Events & Experiences	Policy was rewritten to reflect the name change and expanded duties of MOVE, including Virtual Services, Events & Experiences. Sections on mobile vehicles, deposit collections and locations with volunteers are mostly unchanged from the 2015 version.
2021 – Sept 10	Services	Circulation	Board reviewed whether to require photo ID for limited card. They made no change to the policy.
2021 – Nov 15	Basis documents	Patron Rights and Responsibilities	Revised. The Rights section of the policy was amended to include the initial paragraphs on anti-discrimination.
2021 – Nov 15	Collection Development	Scope of Collection	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Copyright, Genealogy Collection, and Self-published Works.
2021 – Nov 15	Collection Development	Criteria for Collection	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Copyright, Genealogy Collection, and Self-published Works.
2021 – Nov 15	Collection Development	Self-published works	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Copyright, Genealogy Collection, and Self-published Works.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2021 – Nov 15	Fundraising	Donations	Revision. Added sections on in-kind goods; distinctions between gifts and donations; naming of facilities; food for fines section adjusted
2021 – Nov 15	Services	Interlibrary Loan	New. The District has had interlibrary loan as a service for many years, but this is the first time it was added as a policy.
2021 – Nov 15	Services	Specialty Checkout	New. Describes who can use the service, what the service includes, terms of agreement, and the reasons for restrictions.
2021 – Nov 15	Services	Internet Use	Policy was amended in several places to reflect that it is required to disable the filter without significant delay when there is a legitimate request for bona fide research.
2021 – Nov 15	Services	Programs	Revision. Expanded significantly to include essential principles, criteria, objectives, authority, reconsideration and accessibility.
2021 – Dec 13	Governance	Retention	New. This policy identifies the state statute and manual the District uses for determining the length of time for retaining information.
2021 – Dec 13	Privacy and Identity Theft	Identity theft	The “Identity Theft Policy” and “Identity Theft Guideline” were combined into one policy. The list of practices to reduce identity theft was updated. The elements of Red Flag Rule are outlined. The statement that the physical address is required to comply with the Fair Debt Collection Practices Act was moved to the Circulation policy.
2021 – Dec 13	Privacy and Identity theft	Personal Information Protection	New. This policy outlines the primary requirements of the state laws on data protection and how the District applies those requirements.
2021 – Dec 13	Facilities	Meeting rooms	A sentence was added to clarify that when a patron checks in to use a meeting room, they need to present their library card. If they don’t have it, they must present a photo ID. If they have neither, the patron must be able to establish that they have a valid account.
2021 – Dec 13	Services	Circulation	The statement that a physical address is required to comply with the Fair Debt Collection Practices Act was moved from Identity Theft policy to Circulation Policy.
2021 – Dec 30	Definitions	Definitions	Several terms that are no longer used were removed; several other terms frequently used in the Policy Manual were added.
2023 – Sep 18	Services	Programs	Proposed additional language
2024 – Jun 17	Services	Programs	Revision. Changes the reconsideration wording to be consistent with other District policies; references the Reconsideration of Library Resources policy.
2024 – Jun 17	Collection Development	Scope of Collection	Revision. Updates wording in Special Collections section; adds reference to Archival Collection policy; adds reference to Reconsideration of Library Resources policy.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2024 – Jun 17	Services	Specialty Checkout	Revision. Removes procedural aspects and terms of agreement. Adds criteria for Experience Passes and for acquiring specialty items. Adds reference to the Reconsideration of Library Resources policy.
2024 – Jun 17	Services	Circulation	Revision. Removes procedural aspects.
2024 – Jun 17	Financial	Fines and Fees	Revision. Removes the specific amounts for fines and fees; references the MyLibrary.us website for this information.
2024 – Jun 17	Facilities	Meeting Spaces	Revision. Retitled “Meeting Spaces Policy” to be more inclusive of all meeting spaces, such as study rooms and conference rooms. Removes procedural information that is available in the Terms and Conditions on the District’s Meeting Spaces webpage, including specifics of Financial Considerations and the sections Reservations, Frequency of Use, Room Maintenance and Supplies, and Courtesies to Staff and Patrons. Removes redundant information about illegal activities and drugs, as that is explained in other policies. Removes the section Online Meetings, as the District has discontinued this service. Adds a paragraph stating that the District does not operate or manage youth-related activities when a third-party reserves a meeting space, on recommendation of the State Library’s attorney, in light of Senate Bill 21-088, the Child Sexual Abuse Accountability Act.
2024 – Jun 17	Facilities	Artwork	Revision. Information such as which branches have art display walls, information about the Art Exhibit Application, and information about artists selling their artwork move to the Procedures Manual and are included on the Art Exhibition Application form. Adds reference to Reconsideration of Library Resources policy.
2024 – Jun 17	Collection Development	Archival Collection	New. Provides a way to retain and professionally manage the historical materials contained in the Institutional Collection and the Greeley Tribune Collection, as these collections differ significantly in scope and nature from usual public library collections.
2024 – Jun 17	Collection Development	Reconsideration of Library Resources	New. Required due to the passing of SB24-216 – Standards for Decisions Regarding Library Resources. This policy lays out the basis and foundational documents related to the selection, retention, display, and use of the District’s library resources, including materials, programming and meeting spaces. Explains how a resident of the District service area may request the reconsideration of any library resource and the reconsideration process.
2024 – Jul 15	Collection Development	Reconsideration of Library Resources	Revised. Updates references to “Collection Resources Manager” to the more general “appropriate Manager” to address requests to reconsider a program.

<b>Date</b>	<b>Section</b>	<b>Policy Title</b>	<b>Changes</b>
2024 – Jul 15	Basis documents	Patron Rights and Responsibilities	Revised. Updates the age at which a child can be unattended in the library to align with other District procedures, the Safety Manual, and the age at which people may volunteer.
2024 – July 15	Facilities	Lost and Found	Revised. Removes procedural information. Adds verbiage from other library systems' policies.
2024 – Sept 16	Facilities	Security Cameras	Revised. Updated to reflect the sunseting of the USA PATRIOT Act and the subsequent adoption of the USA FREEDOM Act. The USA FREEDOM Act allows employees to let their manager know if this Act has been used to request library records.

## **SCHEDULE FOR REVIEW OF POLICIES**

Maintenance of the Policy Manual is a matter of three things: (1) making changes to policies as they occur; (2) a regular review of each policy to consider if changes are needed; (3) a combination of the two previous approaches. The previous chart shows all of the dates of revision for each policy. A complete review was completed in 2021. Going forward, below is a chart identifying the order in which each policy should be reviewed.

<b>Date of last review</b>	<b>Policy to be reviewed</b>
2009 – Feb	Values and Principles statement
2018 – Oct 15	Operating principles for staff
2018 – Aug 20	Service Animals
2018 – Oct 15	Security Cameras
2019 – Mar 18	Open Records Requests
2019 – Sept 16	Copyright
2019 – Sept 16	Flags
2019 – Sept 16	Genealogy Collection
2019 – Sept 16	Posting and Distribution
2019 – Sept 16	Service Areas Outside of the District
2020 – May 18	Alcohol at Events
2020 – May 18	Fines and Fees
2020 – May 18	Pandemic Disease
2020 – May 18	Soliciting, Free Speech and Fundraising activities
2020- June 15	High Plains Library District Foundation
2020 – June 15	Lost and Found
2020- June 15	Mission Statement
2020 – June 15	Vision Statement
2020 – Nov 16	Privacy of User Records
2020 – Nov 16	Social Media
2020 – Dec 7	Artwork
2020 – Dec 7	Public Statements
2021 – Jan 18	Member Project Funding

2021 – Jan 18	Policy Process
2021 – Jan 18	Sponsorships
2021 – May 17	Community Relations and Marketing
2021 – May 17	Governance
2021 – May 17	Photography and Video Recording
2021 – May 17	Proctoring
2021 – July 19	Facilities Master Plan
2021 – July 19	Financial Policies
2021 – July 19	Smoking
2021 – July 19	Weapons
2021 – Aug 16	High Plains Library District Introduction
2021 – Aug 16	Service Areas
2021 – Aug 16	Service Delivery
2021 – Aug 16	Mobile, Outreach, Virtual Events & Experiences
2021 – Nov 15	Patron Rights and Responsibilities
2021 – Nov 15	Scope of Collection
2021 – Nov 15	Criteria for Collection
2021 – Nov 15	Self-published works
2021 – Nov 15	Donations
2021 – Nov 15	Interlibrary Loan
2021 – Nov 15	Specialty Checkout
2021 – Nov 15	Internet Use
2021 – Nov 15	Programs
2021 – Dec 13	Retention
2021 – Dec 13	Identity Theft
2021 – Dec 13	Personal Information Protection
2021 – Dec 13	Meeting Rooms
2021 – Dec 13	Circulation
2021 – Dec 30	Definitions



