

Public Policy Manual

Last revised May 22, 2018



Laramie County Library System
EST. 1886 Cheyenne, U.S.A.

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General Information

VISION

Provide opportunities that empower everyone to reach their full potential.

MISSION

Serve the people of Laramie County by encouraging and supporting lifelong learning and adventure.

Our commitment is to:

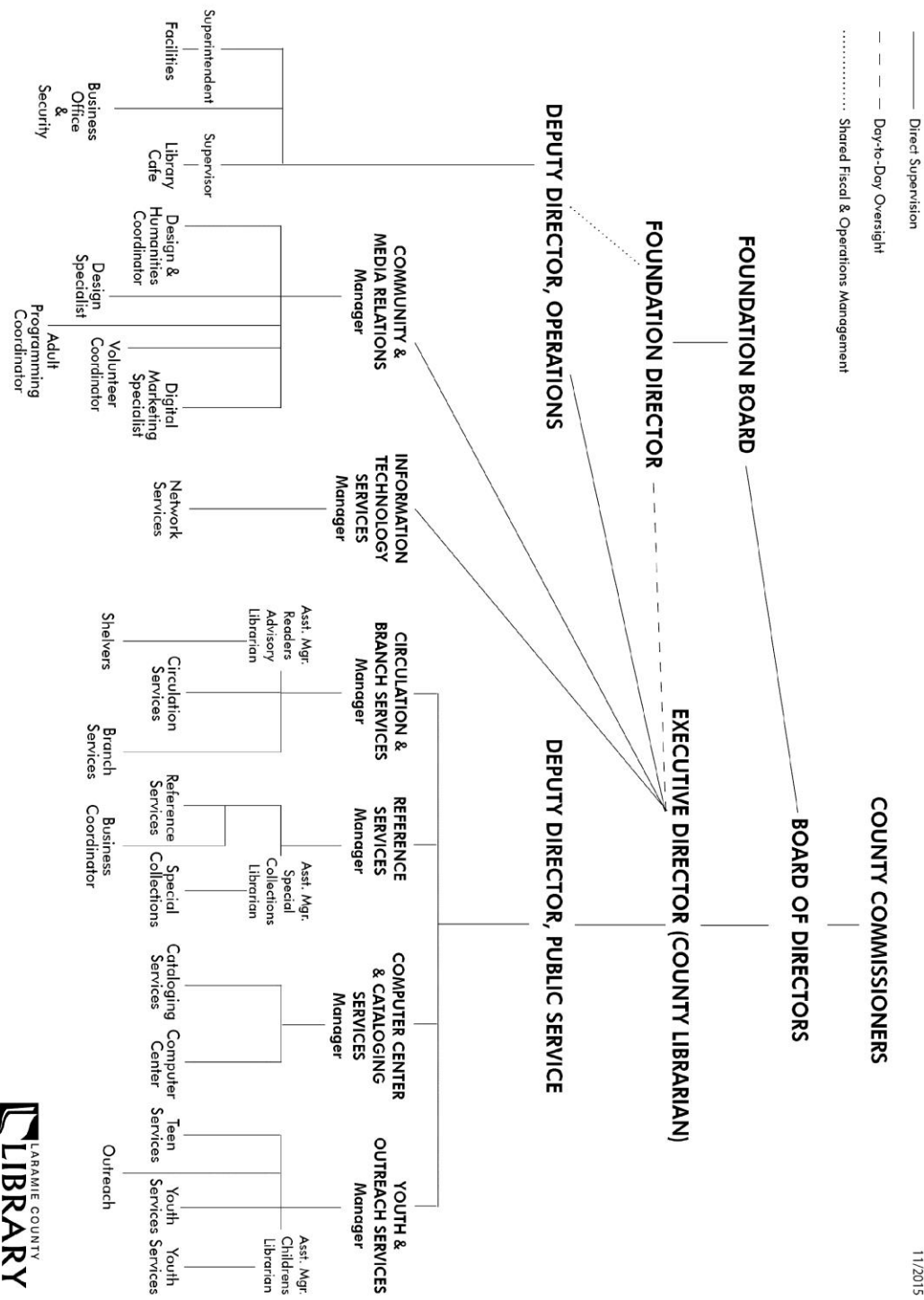
- Provide free and easy access to the printed word, information and cultural enhancement
- Promote reading and literacy for children and adults
- Offer a dynamic, current, pertinent and uncensored collection of materials in a variety of formats
- Maintain high quality customer service through well-trained professional librarians, managers, staff and volunteers
- Strengthen the library by developing, maintaining and sharing resources in a responsible manner
- Be a focal point for access to information, self-improvement, social interaction, cultural exposure and leisure
- Remain committed to continually utilizing and providing state of the art technology and digital resources
- Provide appropriate facilities to meet the needs of all people of Laramie County
- Promote the services of the library

Adopted November 22, 2016 by the Laramie County Library System Board of Directors.

LARAMIE COUNTY LIBRARY SYSTEM

Organizational Chart

11/2015



ORGANIZATIONAL CHART



Adopted November 1, 2015 by the Laramie County Library System Board of Directors.

Board of Director Policies

APPROVAL OF ADMINISTRATIVE DIRECTIVES

All directives, regulations, handbooks or similar documents developed by personnel shall be consistent with adopted board policies. They shall be available for review by the board.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

ETHICS/CONFLICT OF INTEREST

Members of the Laramie County Library System Board of Directors shall recognize that as members of a public board, they are fulfilling a position of public trust, responsibility and authority endowed by the State of Wyoming. In honoring the high responsibility which his/her membership demands, the board member:

1. Shall remember that the first and greatest concern must be meeting the library's mission statement in serving all residents of Laramie County.
2. Shall bring about desired changes through legal and ethical procedures.
3. Shall uphold and enforce all laws pertaining to libraries.
4. Shall hold confidential all matters pertaining to library issues, which if disclosed, may needlessly injure individuals or facilities, and shall respect the confidentiality of information that is privileged under applicable law or executive session.
5. Shall recognize that decisions must be made by the board as a whole, make no personal promises or take private action, which could compromise the board, and recognize that authority rests only with the board in official meetings.
6. Shall endeavor to make policy decisions only after full discussion at publicly held board meetings.
7. Shall tender all decisions based on the available facts and refuse to surrender that judgment to individuals or special interest groups.
8. Shall refuse to participate in irregular meetings such as 'secret' meetings, which are not official and in which all members do not have the opportunity to attend.
9. Shall encourage free expression of opinion by all board members and seek systematic communications among the board, public, library administration and staff.
10. Shall make certain that the board remains responsive to the community and shall communicate to board members and the Executive Director (County Librarian), at appropriate times, expressions of public reaction to board policy and library service.
11. Shall avoid being placed in a position of conflict of interest and refrain from using the board position for personal or partisan gain.
12. Shall attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
13. Shall understand and accept the basic function of the board is to make policy and not to administrate; and learn to discriminate between the two functions.
14. Shall refer all complaints to the Executive Director (County Librarian) and discuss them at a regular meeting after failure of administrative solution.
15. Shall refrain from voting on any matter or letting any contracts in which the board member or his/her immediate family or business associate stand to gain a pecuniary benefit from the action, as defined Wyo. Stat. Ann. § Section 6-5-101, as amended.
16. Shall not knowingly make false or malicious statements about library employees or patrons.

17. Shall not engage in or create the perception of any activities which may be perceived as a conflict of interest.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

FISCAL PLANNING

The timeline for fiscal planning will generally be the following, unless there are mitigating circumstances.

1. The fiscal year is July 1 through June 30 of the following year as defined by Wyo. Stat. Ann. § 16-4-101, as amended.
Executive Director (County Librarian) requests input from the board at the February board meeting.
2. Executive Director (County Librarian) presents the first draft of the budget to the board at the March meeting.
3. A preliminary, out-of-balance version must go to the County Commissioners to meet the May 1st deadline. The Executive Director (County Librarian) presents this version of the budget to the board. The board makes any needed modification and approves the preliminary budget. This is done at the regular April board meeting or, if necessary, at a special budget meeting in April.
4. After receiving the actual millage and 1% funds amounts that are announced at the County Commissioner's public hearing in July, the Executive Director (County Librarian) presents a balanced version of the budget to the board. The board makes any needed modification and approves the balanced budget at the regular July board meeting.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

INVESTMENTS

1. The financial accounting procedures of Laramie County Library System are the responsibility of the Laramie County Library System Board of Directors and are carried out by the Executive Director (County Librarian) and the business office staff. The Board of Directors is responsible for the control of library funds and shall budget and expend the funds [Wyo. Stat. Ann. § 18-7-103 (a) (1977)], as amended.
2. The Laramie County Library System Board of Directors will invest certain public funds in the manner which will provide the highest investment return with the maximum security while meeting the cash flow demands of the library and conforming to all state and county statutes governing the investment of public funds.
3. Members of the Board of Directors will comply with Wyo. Stat. Ann. § 6-5-118, as amended by completing a Public Investment Disclosure form at the time of their appointment and every year thereafter during their term of service.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

MAINTENANCE OF LARAMIE COUNTY LIBRARY SYSTEM POLICY MANUAL

1. The policies of the Laramie County Library System Board of Directors will be maintained in electronic form known as the Policy Manual.
2. Pertinent policies from the Policy Manual will be incorporated into the Policy & Procedure Manual available on the library intranet.
3. A copy of the Policy Manual will be kept in the business office for public use.
4. During each fiscal year, amendments, deletions, additions and review of policies will be made as needed and incorporated into the Policy Manual and/or Policy and Procedure Manual. Amendments, deletions and additions to policies not relating to the public can change at any time with or without notice.
5. In compliance with the Wyoming Administrative Procedure Act (WAPA – Wyo. Stat. Ann. §16-3-101, as amended) when policy relating to the public is adopted or amended the following will occur before the board adopts, amends or repeals a rule that implements library policy, which has general applicability to the public:
 - a. Notice will be provided
 - b. Provide 45-day comment period
 - c. Hold a public hearing
 - d. File with the County Clerk

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

OATH OF APPOINTMENT

Upon appointment, board members report to the County Attorney's office to be sworn in. The Oath of Appointment states that board members will "...honor and sustain the constitution of the United States, the constitution of the State of Wyoming, and to faithfully, honestly, and impartially discharge all duties as a member of the Laramie County Library System Board."

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

PURCHASE AND DISPOSAL OF ITEMS

1. The Executive Director (County Librarian) is hereby authorized to acquire and dispose of library personal property.
2. The Executive Director (County Librarian), or designee, may purchase personal property for the library.
3. Acquisition of library personal property that is non-standard or ongoing acquisition shall comply with the Administrative Directive addressing purchase of personal property.
4. No library personal property shall be disposed of, conveyed, destroyed, or otherwise transferred without the permission of the Executive Director (County Librarian) or designee.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

RECOMMENDATIONS TO COMMISSIONERS FOR BOARD VACANCIES

When there is a vacancy, interested persons submit a letter of application and resume to the library board. LCLS board members review the applications and submit a prioritized list of three names as recommendations to the County Commissioners. All letters of application and resumes are forwarded to the County Commissioners with the list as by Wyoming Statute (Wyo. Stat. Ann. § 18-7-103(b) as amended) it is their responsibility to make appointments.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

SEVERABILITY

If a court of competent jurisdiction finds any provision of this Policy Manual invalid or inapplicable, this determination shall not affect the remaining provisions.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

SOLICITATION

1. No public monies may be spent on donations to other organizations.
2. Wyoming Constitution Article 16, Section 006. Loan of credit; donations prohibited; works of internal improvement.
3. Neither the state nor any county, city, township, town, school district, or any other political subdivision, shall loan or give its credit or make donations to or in aid of any individual, association or corporation, except for necessary support of the poor, nor subscribe to or become the owner of the capital stock of any association or corporation, except that funds of public employee retirement systems and the permanent funds of the state of Wyoming may be invested in such stock under conditions the legislature prescribes. The state shall not engage in any work of internal improvement unless authorized by a two-thirds (2/3) vote of the people.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

Public Policies

3D PRINTING

The library maintains a 3D printer available to the public to make three-dimensional objects in plastic or other filament material using a design that is uploaded from a digital computer file.

1. Users utilizing the library's 3D printing services agree to abide by current library 3D printing procedures/guidelines.
2. Users will not be permitted to use the library's 3D printer to create material that is:
 - a. Prohibited by local, state or federal law
 - b. Unsafe, harmful, dangerous, or an immediate threat to the well-being of others
 - c. Construed as having the intent to harm
 - d. Obscene or otherwise inappropriate for the library environment
 - e. A gun, gun part, weapon, or a salacious object
 - f. In violation of another's intellectual property rights
3. Printed objects must not infringe upon any third party's intellectual property rights. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in all matters related to patented, trademarked, or copyrighted materials.
4. Library programs and needs regarding 3D printer usage take precedence over the public's use of the device.
5. The library reserves the right to refuse any 3D print request.
6. The library is not responsible for any damage, loss, or security of data arising from the use of its computers, equipment or network, nor for the functionality or quality of content produced on the 3D printer.
7. Responsibility for removing rafts and supports is up to the user. The library cannot guarantee model quality or stability, or confidentiality of the designs.
8. The print must fit within the printer's volume and then may not be a file larger than 10 MB.
9. The user agrees to pay all fees associated with 3D printing prior to picking up their object.
10. Costs are determined by the amount of filament and other materials used during the printing process. After the object is created, it will be weighed. Users will be charged \$0.25 per gram rounded up to the nearest gram. There is a minimum cost of \$1.00 for any print request. For example, a 1 gram object will cost \$1.00 to print (the minimum fee), not \$0.25. Upon request, users may wish to print with a more expensive type of filament such as flexible filament. This type of filament is more expensive than regular PLA filament. The cost for this type of filament will be \$1.00 per gram. The cost of other types of filament will be determined by the library.
11. Items printed from library's 3D printer that are not picked up within 7-days of notification of printing completion will become property of Laramie County Library System.
12. Items must be picked up by the individual who printed them.

Only designated library staff and volunteers will have direct access to the 3D printer.

Adopted April 26, 2016 by the Laramie County Library System Board of Directors.

ART DONATIONS

1. Artists, collectors, or individuals who wish to donate art must submit the same information as requested for exhibition proposals, but must only submit images of the piece(s) to be donated. The Community & Media Relations division will review the art with final approval by the Executive Director (County Librarian).
2. Once art is accepted as a donation it becomes the property of the Laramie County Library Foundation. The donor relinquishes all rights to the art and the Foundation, in conjunction with Laramie County Library System (LCLS), may add the art to the LCLS permanent collection or may choose to sell or auction the art as a fundraiser.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

BROCHURES/PAMPHLETS, NON-LIBRARY MATERIAL

1. Laramie County Library System will only accept brochures promoting non-library sponsored programs, events or dissemination of information if they fit the following criteria:
 - a. Does not promote a commercial event or product.
 - b. Is not intended as a permanent promotion of a non-educational program.
2. Brochures/pamphlets for non-library sponsored events, programs, or information dissemination may be accepted at any service point. Library staff will place them in the hall off the gallery area near the west entrance as space permits. The library has the authority to dispose of extra brochures as necessary or if space becomes limited, the event has ended, or the brochures are not being utilized.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

BULLETIN BOARDS FOR PUBLIC NOTICE

1. Laramie County Library System will utilize the bulletin boards in Cheyenne, Pine Bluffs, and Burns to promote local events if they fit the following criteria:
 - a. Does not promote a commercial event, sale of product/item or political campaign.
 - b. Is not intended as a permanent promotion of a non-educational program.
2. Library staff must first approve any item posted on the bulletin board. Approval may be obtained at any service point on the first floor of the Cheyenne facility and at the service desk in the branches. Postings of a permanent nature will be prohibited. Staff will dispose of all posters that are on the board past the date of the event or items posted without staff approval or as otherwise necessary.

Adopted April 25, 2017 by the Laramie County Library System Board of Directors.

CODE OF CONDUCT

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

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

WHILE AT THE LIBRARY OR ON LIBRARY PROPERTY, YOU ARE ENCOURAGED TO:

1. Ask the staff for help. Let the staff know when you are unable to find what you need so they can try to get the information for you. This also helps the library know what needs to be added to the collection.
2. Inform the staff if you need accommodation or if assistance is needed for your full use of library services.
3. Explore new ideas and interests by attending library programs.
4. Be responsible for the safety, well-being and conduct of children in your care.
5. Cooperate with the requests of library staff.
6. Turn off cellular phones when attending a library sponsored program.
7. Keep your personal belongings in your control at all times. The library is not responsible for lost or stolen items.
8. Eat and drink in any area of the library. Although lids are preferred on drinks, they are not required.
9. Report any spills to a library employee immediately.
10. Clean up after yourself.

WHILE AT THE LIBRARY OR ON LIBRARY PROPERTY, THE FOLLOWING IS PROHIBITED:

1. Behavior that is unsafe or disturbing to other patrons, volunteers, or staff such as using offensive language, loud talking, shouting, screaming, children crying or making other loud noises, pushing, running, shoving, throwing things, fussy or loud children that can't be quieted, or other disruptive behavior.
2. Verbally or physically harassing or threatening other patrons, volunteers or staff. Harassment may include, but is not limited to: initiating unwanted conversation; impeding access to or within the building; or other actions that an individual reasonably perceives to be hostile, threatening, intrusive, or offensive.
3. Abandoning, or leaving unattended, children or other persons in need of supervision. Leaving young children unattended in the library at any time.
4. Actions that damage library property or the property of others.
5. Any behavior that is prohibited by law.
6. Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers, or staff.

7. Smoking or use of tobacco or tobacco products or e-cigarettes, except in designated outside areas. Use of alcohol and/or drugs.
8. Bringing animals, other than service animals, into the library except as authorized by a library manager. By Federal law, employees may ask what services an animal provides.
9. Accessing staffing areas, unless accompanied by a library employee.
10. Lying down on the floor, benches or couches.
11. Bodily hygiene that is offensive so as to unduly interfere with another patron's use of the library. You shall be required to leave the building.
12. Inappropriate dress, including no shirt or shoes.
13. Tampering with the arrangement of library materials, which makes finding or using them difficult.
14. Use of radios, tape or CD players, or other personal listening or communication devices, at a level that can be heard by others.
15. Disruptive use of cellular phones. Cellular phones may be used for quiet short conversations anywhere in the library except in the Capital Room on the third floor. Employees will ask you to end your call if you are disrupting others with your conversation.
16. Talking or use of cellular phones in the Capital Room on the third floor. This is a designated silent reading room.
17. Skateboarding, skating, or loitering on library property.
18. Parking in designated spaces when you do not meet the requirements for parking in those spaces.
19. Adults using the second floor when they do not have a legitimate reason for being there. Second floor reading areas, tables, and computers are intended for use by children or teens.
20. Solicitation of funds or busking (performing for money), distribution of literature or promotional materials, or sale of goods by any person or agency other than the library.
21. Use of library computers for anything other than their intended purpose. Downloading or searching any files than those on your own CD, or USB. (See library's Internet Policy.)
22. Blocking aisles or passageways so as to make it dangerous, difficult or impossible to walk through. This includes placement of cords for electricity to electronic equipment, such as laptop computers.
23. Putting feet on the furniture except for foot rests or furniture in the children's area designed for this purpose.
24. Placing flyers on cars in the public or staff parking lots or on cars parked on the street around the library.
25. Standing anywhere other than the perimeter public right of way sidewalk to seek signatures for petitions.

INTERPRETATION FOR CHILDREN OF THE CODE OF CONDUCT

HAPPY, SAFE AND HEALTHY AT THE LIBRARY

Let's work together!

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

GOOD LIBRARY BEHAVIOR MEANS THAT YOU WILL:

1. Ask for help when you need it.
2. Be kind and polite to everyone.
3. Speak in your indoor voice. Loud talking and noise makes it hard for those who need a quieter place.
4. Never climb in the library.
5. Keep your hands to yourself
6. Walk and look where you are going.
7. Be careful of younger children, especially in My Library Place.
8. Take good care of books, chess pieces and other items that belong to the library.
9. Practice your listening skills in story times and library programs.
10. Do what a person who works for the library asks you to do.

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

CONSEQUENCES OF MISCONDUCT:

The Executive Director (County Librarian) or designee will apply these rules in a fair and equitable manner for the benefit of all. If any of the information is unclear, please ask a member of the library staff for clarifications. The consequences of misconduct may be any of the following: verbal warning, eviction, loss of library privileges by being barred from all library facilities on a temporary or permanent basis, or prosecution to the full extent of the law. If the police are called, the offender may be cited. Parents will be called or notified in writing in the case of a minor (less than 18 years of age). The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening devices, computers and coats.

PROCESS OF APPEAL FOR BARRING

A person who has been barred from the library for more than fourteen (14) days may make an appeal for reinstatement of library privileges. The appeal must be in writing and mailed to:

Laramie County Library System, Board of Directors
2200 Pioneer Ave.
Cheyenne, WY 82001

A hearing on the request for reinstatement of library privileges may be held if the Board, in its sole discretion, feels on is required in the case. In all cases where reinstatement is requested, the Board shall consider the request for reinstatement at a board meeting that is within 45-

days of the date of the request for reinstatement. The Board may consider the documentary evidence provided by library staff in regard to the barring of the patron and request further

Information from library staff during its consideration. The Board may also consider the written request of the patron as well as any other information it feels is relevant to the decision. After considering the request, the Board shall issue a written decision in regard to the request within 45-days of the date it considers the request. The Board's decision shall be considered a final agency decision.

In a case where a patron has been permanently barred from the library, or for a period of one year or more, the patron may reapply for consideration of reinstatement to the Board subsequent to a denial of readmission by the Board, after the passage of 120-days from a Board decision denying reinstatement.

Adopted April 25, 2017 by the Laramie County Library System Board of Directors.

COLLECTION DEVELOPMENT

1. Using the Library Bill of Rights adopted by the American Library Association as its guiding principle, Laramie County Library System will make available to the citizens of Laramie County collections of popular and timely materials in a variety of formats appealing to the broad spectrum of public interest. To ensure the needs of the community are being met and that the collections remain vital, weeding of non-fiction collections will take place at least once every three years and weeding of all other collections will take place at least once every two years.
2. Materials in the Special Collections are generally retained due to the rare and special nature of those collections. However, materials may be withdrawn from those collections if they are obsolete or inaccurate; worn or damaged and can be replaced; superseded editions; ephemeral materials no longer timely; or items inappropriate for the nature of the collection.
3. Laramie County Library System adheres to the tenets of the Freedom to Read Foundation's Freedom to Read Statement

The First Amendment to the United States Constitution guarantees all individuals the right to express their ideas without governmental interference, and to read and listen to the ideas of others. The Freedom to Read Foundation was established to promote and defend this right; to foster libraries and institutions wherein every individual's First Amendment freedoms are fulfilled; and to support the right of libraries to include in their collections and make available any work which they may legally acquire.

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.

DISPLAY OPPORTUNITIES

1. Laramie County Library System allows displays by outside entities as space permits and if the library is not utilizing the display space.
2. All display proposals which are not solicited by the library must be submitted according to the LCLS Exhibition Proposal Requirements for review by the Exhibition Team.
3. Locked display spaces available in Cheyenne:
 - a. Two small movable glass display cases
 - b. Gallery glass display cases
 - c. First floor glass display by elevator
 - d. Second floor glass display case in south hallway
 - e. Third floor glass display case in south hallway
4. The Burns Library has a limited display area in the café. There is no designated display space in the Pine Bluffs Library.
5. Approval for use of display cases and/or other displays in the library are determined on a case by case basis.
6. Laramie County Library is not liable for damage or theft of items displayed.

Adopted April 2, 2013 by the Laramie County Library System Board of Directors.

DVD LOANS TO SCHOOLS, BILLING

1. For the purpose of checking out DVDs for in-school use only, all high schools and junior high schools in LCSD #1 and LCSD #2 are eligible for one school AV library card.
2. A principal, assistant principal or another school employee authorized to expend funds and take responsibility for card usage must sign for the card. Contact the library's Audiovisual Coordinator for procedures.
3. The fee for DVDs checked out on these library cards will be \$1.00 per title for 4-days.
4. The library card must be presented to library staff by a designee of the school in order to check out DVDs. Self-checkout is not an option when using these library cards.
5. DVDs will be available in the same manner as they are for individual library users. They may not be held for a specific date or time.

Adopted September 27, 2011 by the Laramie County Library System Board of Directors.

EXHIBITIONS

Exhibitions at Laramie County Library System will support the library's mission by exhibiting items that contribute to lifelong learning and cultural exposure.

1. LCLS originated exhibitions have first priority and take precedence over all other exhibitions.
2. Exhibition proposals from organizations and/or individuals outside LCLS must be submitted according to the LCLS's Exhibition Proposal Requirements for review by LCLS's Community and Media Relations (CMR) division and Programming Committee. School-age (PreKindergarten-12th Grade) art exhibitions are exempt from this requirement, but must be coordinated through (CMR) in advance.
3. LCLS reserves the right to extend exhibition invitations to artists, individuals, collectors or groups.
4. The Executive Director (County Librarian) has the final decision over all exhibitions.
5. Prices for art available for sale will not be displayed unless an exception is granted by the Executive Director (County Librarian). LCLS will provide artist contact information (with cards provided by the artist) to patrons who ask for such information. If a sale occurs as a result of an exhibition at the library, the artist is requested, though not required, to donate 20% of the proceeds to the Laramie County Library Foundation.
6. Ideas presented in exhibitions at the library do not constitute endorsement by LCLS.

Adopted April 25, 2017 by the Laramie County Library System Board of Directors.

FEES, LOAN PERIODS AND LIMITS

For the fair, smooth operation of the library and to make sure that materials and equipment are available in a timely fashion, fees, loan periods and limits are established as follows:

<u>Print Materials</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue Fee</u>
Most nonfiction books	21-days			\$0.10/day
Most fiction books	21-days			\$0.10/day
Children's book & cassette sets	21-days	8		\$0.10/day
New adult fiction	7-days			\$0.10/day
Periodicals (magazines)	7-days			\$0.10/day

<u>Audiovisual (AV) Materials</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue Fee</u>
Books-on-tape	21-days	16		\$0.10/day
Books-on-CD	21-days	16		\$0.10/day
Books-on-CD MP3 format	21-days	8		\$0.10/day
DVD	4-days	4	\$2.00/item*	\$1.00/day
Blu-ray	4-days	4	\$2.00/item*	\$1.00/day
Video games	4-days	2 per format	\$2.00/item*	\$1.00/day
Music CDs	7-days	8		

*AV fees include tax

<u>Equipment</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue fee</u>
Overhead projector	up to 4-days	1	\$5.00/day	\$5.00/day
35mm slide projector	up to 4-days	1	\$5.00/day	\$5.00/day
Screens	up to 4-days	1	no fee	\$1.00/day
eReader	14-days	1	no fee	\$1.00/day

Equipment for use

<u>in library meeting rooms</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue fee</u>
TV/VCR/DVD player	per meeting	1	\$5.00	
Laptop w/AV cart	per meeting	1	\$20.00*	
Easel	per meeting	1	no charge	
Overhead projector	per meeting	1	\$2.50	
35mm slide projector	per meeting	1	\$2.50	
Projector – permanent	per meeting	1	no charge	
Microphone	per meeting	1	no charge	
Piano (Cottonwood Room only)	per meeting	2	\$10.00	

*A credit card is required for use of these items.

<u>Faxing (8.5 X 11 size pages only)</u>	<u>Fee</u>
Sending local, long distance or toll free	\$0.50 per page
Sending international	\$3.00 per page
Receiving a fax	\$0.10 per page

Fees (see also LOST/DAMAGED MATERIALS POLICY)

Material or Equipment returned without barcode	\$1.00
Material or Equipment returned without RFID tag	\$2.00
Lost material	Cost of item plus a processing fee
Damaged material – returned to library	One-half of cost of item plus processing fee
Damaged material – not returned to library	Cost of item plus a processing fee
Lost or damaged equipment restores equipment to full function)	Cost of equipment or cost of repair (if repair

3D printing – refer to 3D PRINTING policy for specific costs.

NOTE: All materials or equipment checked out on the bookmobile are due in 28 days.

1. **Responsibility** – In return for the right and privilege to use the Laramie County Library, you are responsible for ensuring that books, material and other equipment are returned when due; to pay promptly all fines, fees, damages or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library by the signee of the library card.
2. **Renewals** – Most materials may be renewed twice unless another borrower has placed requests on the materials. This includes using the renewal function and/or checking materials in and checking out again. Materials may be renewed at any Self Check station, on any WYLD Cat terminal in the library, via WYLD Cat through an internet connection or over the phone during normal business hours. Materials that have rental fees must be renewed in person at the library or by phone.
3. **Rental Fees and Rental Details** – Rental fees are charged for DVD, Blu-ray, and video game materials. Juveniles and adults may check out these materials if the privilege on their library card permits (see LIBRARY CARDS). Refunds or exchanges will not be made due to selection error by patrons. DVDs and Blu-rays are intended for use with a standalone DVD and/or Blu-ray player and television. The library does not guarantee a DVD or Blu-ray will work on your computer. No refunds will be given for DVD or Blu-ray rentals that are being used on a computer and do not work. The library will not be responsible for any damage to personal computer equipment, software, or data.
4. **Overdue Fees** – For most materials, daily overdue fees of \$0.10 per item are charged. eReaders, DVDs, Blu-rays and all versions of video games carry overdue charges of \$1.00 per day. The library will notify you by email or mail that materials or equipment are overdue on the 7th, 14th and 21st day an item is overdue. If unpaid fees are \$10.00 or more, you will need to pay enough to get your fees below \$10.00.
5. **Collection Fees** – When materials or equipment are 35-days overdue or damaged materials or equipment are not paid for, the library turns over the account to a collection agency. You are responsible for paying all collection agency fees. There is a \$20.00 fee each time an account is turned over for collection. You will not be able to check out any material or equipment until the account is cleared.

6. **Lost and Damaged Material or Equipment** – You are responsible for all items checked out on your library card. The parent or guardian signing a minor’s library card application form is responsible for all items checked out on the minor’s card, even if the minor has reached the age of majority. You are responsible for the replacement cost of any lost library material or equipment. Damaged equipment will be the entire cost of the equipment whether returned to the library or not. If the equipment can be repaired to full usefulness, you may be charged for the cost of repair. (See LOST/DAMAGED MATERIALS POLICY)
7. **Refunds** – Refunds of \$10.00 or less will be credited to your account. Refunds over \$10.00 will be issued via check following the next regularly scheduled board meeting or credited your account. If issued refund checks are not cashed or do not clear the bank within 6 months of the issue date, the funds will be considered a donation to the library.
8. **Request Services** – A request may be placed at any public desk or via WYLD Cat on any item in the library’s collection that is checked out. A fee of \$0.50 is charged to the patron’s library card for each request that is not picked up.
9. **Interlibrary Loans and Holds** – Materials that are not owned by LCLS may be borrowed from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). A \$2.00 fee will be charged for ILL requests. Requests may be placed via WYLD Cat or at an ‘Ask Here’ service point in the Cheyenne library or the public desk at any branch. Fees charged by the loaning library are the responsibility of the borrower. A fee of \$0.50 is charged to the borrower’s library card for each request that is not picked up. This fee also applies to Holds that are not picked up. Overdue fines are \$1.00 per day for items borrowed from the University of Wyoming or libraries located outside of Wyoming. Overdue fines for items borrowed from libraries within Wyoming varies. The limit of outstanding requests and checked out interlibrary loan materials is 8, excluding magazine and journal articles.
10. **Copyright Law** – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of library materials which are copyrighted. The person making the copy is responsible for any copyright infringement.
11. **Homebound** – If you receive homebound services from the library you are exempted from the following policies:
 - a. All materials checked out to a “homebound” library card check out for four weeks.
 - b. No overdue fees are charged.
 - c. Number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs with a limit of 8.
 - d. There is no charge for DVDs.
 - e. No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a “homebound” library card.

Adopted March 27, 2018 by the Laramie County Library System Board of Directors.

HOURS OF OPERATION

Hours of operation will be established to best meet the needs of the community while taking into consideration financial issues.

Cheyenne

Monday	10:00 a.m. – 9:00 p.m.
Tuesday	10:00 a.m. – 9:00 p.m.
Wednesday	10:00 a.m. – 9:00 p.m.
Thursday	10:00 a.m. – 9:00 p.m.
Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 6:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Burns

Monday	1:00 p.m. – 5:00 p.m.
Tuesday	10:00 a.m. – 5:00 p.m.
Wednesday	CLOSED
Thursday	10:00 a.m. – 7:00 p.m.
Friday	10:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 12:00 p.m.
Sunday	CLOSED

Pine Bluffs

Monday	CLOSED
Tuesday	10:00 a.m. – 7:00 p.m.
Wednesday	10:00 a.m. – 5:00 p.m.
Thursday	10:00 a.m. – 5:00 p.m.
Friday	1:00 p.m. – 5:00 p.m.
Saturday	9:00 a.m. – 12:00 p.m.
Sunday	CLOSED

Bookmobile

Schedule is set administratively with fall/winter, winter/spring and summer schedules.

The Executive Director (County Librarian) or designee is authorized by the Board of Directors to close any library facility, open on a delayed schedule, or to close a library facility early due to inclement weather.

Adopted March 25, 2014 by the Laramie County Library System Board of Directors.

INTERNET

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

1. The primary purpose of internet connectivity is to provide access for all Laramie County residents to other computer systems throughout the world for information, research and entertainment appropriate to a public place.
2. Some of the most current and up-to-date sources of information today are only available via the internet.
3. Laramie County Library System supports intellectual freedom, but does reserve the right to limit access to services deemed incompatible with the stated intent of internet service.
4. Network users are advised that some websites, peer-to-peer networks and other systems accessible via the internet contain material that may be considered offensive, illegal and/or inaccurate. Unlawful use of the internet is prohibited.
5. As with any other sources of information, the accuracy of the information should be evaluated as to its source of authority.
6. To foster an atmosphere of mutual respect and courtesy, the LCLS Code of Conduct will be enforced in the computer room and computer areas as it is on all library property. Library staff will enforce policies prohibiting the viewing of internet sites that are inappropriate for a public place.
7. Filtering is used to block sites that are illegal or inappropriate for a public place. The categories listed next are the headings used by the filtering software company. Sites blocked include, but are not limited to, gambling, child pornography/child abuse (sites showing children being abused), malicious code viruses, pornography/adult content, and spyware.
8. Filtering software is not foolproof. Sites that fall under the above categories may occasionally and inadvertently be accessible on Laramie County Library System computers.
9. Parents/guardians concerned with their child's access to the internet must accompany their child to the library to ensure their parental right to censor information is enforced. Library staff assumes no responsibility for children's use of library computers and the internet.
10. Parents/guardians do have the option of further filtering by selecting the most restrictive library card for a minor. The additional sites that are blocked on the most restricted card under the policy are chat sites, R-rated sites and obscene/tasteless sites.
11. Parents are encouraged to educate their children concerning safety and security when using the internet.
12. The library is not responsible for any liability that may occur as a result of the disclosure of any personal information over its public computers and network.

13. The library is not responsible for any damage to personal devices or to the files downloaded to personal devices or file storage media.
14. The computers in the library may not be available at times due to upgrades, power outages, closure due to weather or other issues out of the library's control.
15. Guest usage of library computers that have internet access and other software is \$1.00 per day.

Adopted April 2, 2013 by the Laramie County Library System Board of Directors.

LCD PROJECTOR

1. The portable LCD projector is for use by library employees for library business only.
2. Each meeting room has a ceiling mounted LCD projector and connectivity for use with a laptop or DVD player.
3. A laptop on an AV cart is available for a fee and may be used in any meeting room.

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.

LIBRARY BILL OF RIGHTS

Laramie County Library System adheres to the tenets of the Library Bill of Rights as adopted by the American Library Association.

LIBRARY BILL OF RIGHTS

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
3. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
4. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
5. Libraries that make exhibit space and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961 and January 23, 1980,

Inclusion of "age" reaffirmed January 23, 1996,

By the ALA Council

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.

LIBRARY CARDS

1. A library card is your account with the library. You need your library card or library card number and PIN (personal identification number) to check out materials and equipment or renew materials, place holds, to add money to your account for future payment of printing, fines and fees, and to access public computers that have internet, databases and software. You may also ask staff to look up your account if you present a valid photo ID and verify information on your library account. This is to safeguard your personal information. Internet access is filtered as per the library's internet policy. (See INTERNET page for details).
2. Through signature on and use of the Laramie County Library System (LCLS) card issued under these policies you understand, acknowledge and agree to be bound by the policies of LCLS. You further understand that the policies of LCLS are subject to change and agree that in exchange for the consideration of the use of the issued library card, you will be bound by any policies issued by LCLS.
3. Notice of changes to the LCLS policies will be provided as required under the Wyoming law. Copies of the policies are available at a service point in any LCLS facility.
4. Responsibility – In return for the right and privilege to use the library, you are responsible for ensuring that library materials are returned when due; to pay promptly all fines, fees, damages or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library.
5. The following describes library card privilege levels and what is required to get a library card.
 - a. Adult card (full privilege A2)
 - i. You must be at least 18 years of age.
 - ii. You must supply full identification with photo and proof of address in Laramie County. Address may not be for temporary lodging such as temporary shelters, hotels, motels, campgrounds or similar places of temporary lodging.
 - iii. Identification must be one of the following: driver's license (any state); any state identification card that is issued by a Department of Motor Vehicles; military ID (either enlisted or dependents); passport; Magic City Enterprise ID with picture and current address; or birth certificate and original Social Security card for individuals with no picture ID. If the identification does not contain a current address, proof of current address must be one of the following current items: check or bank statement; insurance policy; mortgage document; lease agreement; vehicle registration; tax document; official school document; document from a government agency; rent receipt; pay stub; phone bill; utility bill; doctor's bill; or any other bill.

- iv. If you have a military ID you do not need proof of address.
- b. Limited card that allows checkout and computer access (limited privilege A3)
 - i. Limited to 4 print materials at a time.
 - ii. You must supply a photo ID as listed above.
 - iii. You do not need proof of address, but must have an address in Laramie County that is not considered temporary lodging such as temporary shelters, hotels, motels, campgrounds, or similar places of temporary lodging. Comea Shelter's Transitional Housing is not considered temporary housing under these guidelines. You must have a letter issued by Comea Shelter's Transitional Housing stating that you are living in transitional housing.
- c. Limited card that allows computer access only (limited privilege CC)
 - i. You must supply a photo ID as listed above.
 - ii. You do not need proof of address, but must have an address in Laramie County.
 - iii. Minors with photo ID from a school or a Wyoming Driver's License will be eligible for a library card with this privilege.
 - iv. If you already have a library card and owe fines, you will not be allowed a second library card just for computer use.
- d. Minor Card
 - i. A parent or guardian must be present and must sign the library card. The minor will also have a space on the library card for them to sign their name. The minor must be under 18 years of age and the parent or guardian must supply full identification/proof of address as stated above under Adult card.
 - ii. Options for parent relating to access to material and the internet:
 - 1. J1 – Minors with this privilege level on their library card may check out all material in the library except DVDs on the First Floor. Internet access is filtered at the same level as adult card (See INTERNET page for details.)
 - 2. J2 – Minors with this privilege level on their library card may check out all material in the library that circulate. Internet access is filtered at the same level as adult card (See INTERNET page for details.)
 - 3. J3 – Minors with this privilege level on their library card may check out materials on the Second Floor with the exception of teen materials. They are not allowed to check out any materials on the First Floor or Third Floor. Internet access is filtered at a higher level than an adult card (See INTERNET page for details.)
- 6. Your first library card is issued at no charge. (See replacement policy).
- 7. Since the age of majority (adulthood) for the State of Wyoming is 18 years of age this means minors may not be turned over to a collection agency. The library uses a collection agency when library accounts show materials are more than 35-days

- overdue. Parents or legal guardians are responsible for their minor's library card account.
8. If you register for a library card online, you will have up to 14-days to pick up your card. Picture ID, proof of address as stated in number 5 above, and signature are required at the time of pickup of the library card.
 9. If you present a library card from LCLS and are unable to check out materials due to restrictions or privilege level, you may not use a card from another WYLD library to circumvent LCLS policies.
 10. **Lost or Stolen Library Cards** – You are responsible for all materials or equipment checked out on your library card up to the date you report, **in writing**, to Laramie County Library System that the card was lost or stolen. Written notification may be given via email to circstaff@lclsonline.org, U.S. Postal Service or delivered in person to the Cards & Accounts Desk. To temporarily deactivate the card immediately call the LCLS Cheyenne Cards & Accounts Desk at (307) 634-3561. Written notification is still required for a permanent deactivation.
 11. **Replacement Library Cards** – You must complete a replacement library card application and a photo ID is required. There is \$3.00 fee to replace a stolen, lost or damaged library card.
 12. **Cancelling a Library Card Account** – Written notification is required to cancel a library card. Until you have cancelled a library card account in writing you are responsible, even for a minor who has now turned 18, until you notify the library in writing. Written notification may be given via email to circstaff@lclsonline.org, U.S. Postal Service or delivered in person to the Cards & Accounts Desk.

Adopted March 27, 2018 by the Laramie County Library System Board of Directors.

LIBRARY CARD, VALUE ADDED SERVICES

1. Your Laramie County Library System (LCLS) card provides a single point of management for a library-wide self-serve transaction system that enables you to:
 - a. Check out items
 - b. Place holds
 - c. Access public computers that have internet, databases and software
 - d. Add dollars to your account for future payment of printing, fines and fees
 - e. Use your LCLS card as a debit card and add value to library accounts without assistance from library staff.
2. Use of the LCLS card is free – value balances and activity reports are easily obtained at the Automatic Payment Machines.
3. Use of the LCLS card's 'value added' feature can be made only at the LCLS main facility in Cheyenne, WY.

TERMS AND CONDITIONS

1. Value additions to your LCLS card account shall be in minimum amounts of \$0.10.
2. If merchandise is being returned that was originally purchased with your LCLS card, the refund must be credited back to your account if the amount is \$10.00 or less. Refunds over \$10.00 will be credited to your account or issued via check following the next regularly scheduled library board meeting.
3. Written notification may be given via email to billing@lclsonline.org, U.S. Postal Service or delivered in person to the Cards & Accounts Desk. To temporarily deactivate the card immediately, call the LCLS Cheyenne Cards & Accounts Desk at (307) 634-3561. Written notification is still required for permanent deactivation.
4. Your LCLS card and privileges are non-transferable.
5. When there has been no use of your LCLS card for a period of five (5) years, your account will automatically be closed and remaining funds, if any, will be forfeited.
6. The policies of the LCLS govern the use of the LCLS card and are subject to change without prior notification.

Adopted April 26, 2016 by the Laramie County Library System Board of Directors.

LIMITED PUBLIC FORUM

Laramie County Library System maintains a limited public forum, the primary function of which is the promotion of carrying out of the fundamental functions of the library's mission and purpose. Policies relating to public use of library facilities may be modified, interpreted and employed to carry out these purposes. Regardless of any policy expressed herein, the Laramie County Library System Board and/or the Executive Director (County Librarian) reserve the right to control and restrict the use of the library spaces and facilities in any manner consistent with the library's mission, goals and purpose.

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.

LOST/DAMAGED ITEMS

1. **UNCATALOGED PAPERBACKS** (paperbacks with no spine label): If a patron loses or damages an uncataloged paperback, they may:
 - a. Bring in another paperback in good condition, pay \$5.00 for a processing fee, keeping the damaged book if desired
 - b. Return the damaged book and pay 50% of the cost of the book, \$5.00 processing and LCLS will retain the damaged book.
 - c. Keep the damaged item pay the full replacement cost and \$5.00 processing fee.
 - d. Pay full replacement cost and \$5.00 processing fee for a lost item.
2. **AUDIO BOOKS** (lost part): If a patron has lost or damaged an individual tape or CD in an audio book set and the individual tape or CD can be replaced:
 - a. The patron will be charged the replacement cost and a \$5.00 processing fee.
 - b. The patron may keep the individual damaged tape or CD if desired.
 - c. The set will be retained by the library.
3. **BOOK with a CASSETTE or CD in a set** (both those in plastic bags and those with CD in the back of the book): If a patron loses or damages one part in a book with a cassette or CD in a set and that part cannot be replaced:
 - a. The patron will pay 50% of the total cost of the set for a lost or damaged cassette, CD or book and a \$5.00 processing fee if:
 - i. The entire set for a damaged item is returned to the library or
 - ii. The rest of the set for a lost item is returned to the library.
 - b. If the patron wants to keep the damaged part of a set, they will pay the total cost of the set and a \$10.00 processing fee. They may keep the entire set.
 - c. If the patron wants to keep the rest of the set with a lost part, they will pay the total cost of the set and a \$10.00 processing fee.
4. **OTHER AV MATERIALS** (damaged):
 - a. If the patron returns any other damaged AV item, they will pay 50% of the cost of the item and a \$10.00 processing fee and the library will retain the item.
 - b. If the patron wants to keep the damaged item, they will pay the full price of the item plus the \$10.00 processing fee.
 - c. Patrons may bring in an exact copy of the damaged item, keep the damaged item if desired and pay a \$10.00 processing fee.
 - d. If the library is unable to replace a single damaged disc in a DVD, video game or CD set the patron is responsible for the cost of the entire set and a \$10.00 processing fee.
 - e. Damaged booklets will be a \$5.00 charge plus a \$5.00 processing fee.
5. **ALL OTHER AV MATERIALS** (lost):
 - a. If the patron loses an AV item, they will pay the full price of the item plus the \$10.00 processing fee.

- b. Patrons may bring in an exact copy of the lost item and pay a \$10.00 processing fee.
 - c. If the patron loses a booklet, the charge will be \$5.00 replacement fee plus \$5.00 processing fee.
 - d. If the library is unable to replace an item other than a booklet in a DVD, video game or CD set the patron is responsible for the cost of the entire set plus a \$10.00 processing fee.
6. ALL OTHER MATERIALS (damaged):
- a. If the patron returns any other type of damaged item, they will pay 50% of the cost of the item and a \$5.00 processing fee and the library will retain the item.
 - b. If the patron wants to keep the damaged item, they will pay the full price of the item plus the \$5.00 processing fee.
 - c. If the patron damages a booklet, the charge will be \$5.00 replacement fee plus \$5.00 processing fee.
 - d. Patrons may bring in an exact copy of the damaged item, keep the damaged item if desired and pay a \$5.00 processing fee.
7. ALL OTHER MATERIALS (lost):
- a. If the patron loses an item, they will pay the full price of the item plus the \$5.00 processing fee.
 - b. Patrons may bring in an exact copy of the lost item and pay a \$5.00 processing fee.
8. EQUIPMENT (lost or damaged):
- a. If the patron loses equipment, they will pay the full price of the equipment.
 - b. If the patron damaged equipment and it is not repairable, they will pay the full price of the equipment.
 - c. If the patron damages equipment and it can be repaired to full and complete use as well as look close to new, they will pay the cost for repairs.
9. The patron is responsible for paying any overdue fees associated with the checkout of any lost or damaged item.

Adopted January 22, 2013 by the Laramie County Library System Board of Directors.

MEETING ROOM ACCESS, PUBLIC

Access to the library's meeting rooms is provided under the following guidelines and in compliance with seating limitations for each room:

MEETING ROOM POLICIES

1. The meeting rooms may be used for commercial and non-commercial activities. Generally, no fees are charged under the following circumstances (A voluntary suggested use fee of \$10.00 is recommended):
 - a. Nonprofit meetings that are free and open to the public where all can participate fully
 - b. Governmental agency hearings that are open to the public
 - c. Meetings sponsored by LCLS in support of its mission and goals
2. Fees are charged for the following uses considered commercial:
 - a. Meetings that are closed to the public, e.g. interviews, depositions, etc.
 - b. Meetings of profit-making groups or businesses
 - c. Fundraising events other than those sponsored by the library
 - d. Meetings that are restricted to members of a particular group
 - e. Meetings that require payment of tuition or other fees
 - f. Meetings where products or services are promoted or sold
 - g. Meetings where money is collected through sales or donations
3. Private parties or events where only those invited may attend
Fees for all meeting rooms except the Cottonwood Room are \$25.00 per half hour. The fee for the Cottonwood Room is \$30.00 per half hour. The fee is charged for the time used by the organization, and partial half hours are charged by the half hour. All fees must be paid the day the room is used.
4. Room set up and take down is the responsibility of the group using the meeting room. No library employees will be available to assist with set up or take down. Groups are expected to book adequate set up time and take down time when reserving the room.
5. A library card or driver's license is required to check out the meeting room keys, microphones and AV cart.
6. Piano teachers may book recitals in the Cottonwood/Willow Rooms at no charge for the room or use of pianos. Pianos are only available in the Cottonwood Room.
7. Groups wishing to use the pianos in the Cottonwood Room may be required to complete and sign a Piano Use Agreement Form.
8. Political rallies, demonstrations and announcements of candidacy may occur within a library meeting room as long as all meeting room and library policies are adhered to including, but not limited to, no signage outside of the room and appropriate noise levels are maintained.
9. When a meeting room is to be used for a private party or event that is limited to only those who are invited, a \$50.00 cleaning deposit is required. Once the room is inspected the deposit may be refunded within 45-days of the use of the room.

10. Library activities take precedence over all other meeting room activities.
11. Laramie County Library System reserves the right to review each prospective use and determine whether or not that use falls within the meeting room policies and LCLS's Code of Conduct and the needs and the functions of the library.
12. To use the meeting rooms, the person responsible for the group must complete an application. Applications are used to ensure that groups comply with library policies.
13. Permission to use the library's meeting facilities does not constitute an endorsement by the library for a group's product, service or program. In issuing any publicity, groups may not imply that their programs are sponsored, co-sponsored or approved by LCLS.
14. No alcoholic beverages may be served, and tobacco use is not permitted.
15. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the LCLS Code of Conduct, meeting room policy or any other relevant library policy or the needs and functions of the library.
16. NO frying of any kind may take place in the kitchen. Frying in the kitchen may result in a \$50.00 fee and suspension of all kitchen privileges for a period of one year.
17. Vacuums are available upon request. If the room and/or kitchen are not left in a clean and orderly condition, a \$25.00 cleanup fee will be charged. The cost of repair and/or replacement for excessive damage to room, damage to equipment or cleaning of carpet stains may be charged to the group.

SPECIAL SERVICES AND FEES

1. Commercial group fees: \$25.00 per half hour for all rooms except the Cottonwood Room. The fee for the Cottonwood Room is \$30.00 per half hour (partial half hours charged by the half hour).
2. For the Cottonwood Room and Willow Room, a kitchen is available at no charge. No refrigerator available. Two large pots of coffee and one for hot water available. All other supplies must be provided by the group using the kitchen. Note: If two meetings are going on at the same time, the kitchen may be shared.
3. Library audiovisual (AV) equipment, including a microphone, may be used in the meeting rooms. AV equipment must be reserved prior to the meeting. For a list of AV equipment and fees, ask the staff at the 'Ask Here' Desk on any floor.
4. Training is provided if you wish to connect your personal laptop to the meeting room technology or want to use the library's AV Cart. A training session may be arranged with the IT Department by filling out a training request form. The IT Department needs 72-hour notice in which to schedule a room and trainer for the training session.
5. If you are using your own computer equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance will be provided. Due to liability issues, the IT staff will not be able to touch your computer equipment.
6. Computer Classroom: The primary use for the Computer Classroom is for library-offered classes or library-sponsored classes.
 - a. There is a \$25.00 per half hour fee for use of the Computer Classroom.

- b. To book the Computer Classroom, the person who wishes to conduct a class in the space must go through the library's Computer Classroom orientation class.
- c. Once the individual has completed this class, they may use the online 'Reserve a Meeting Room' booking form.

Adopted June 30, 2015 by the Laramie County Library System Board of Directors.

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

1. All meeting room policies apply for meeting room usage before the library is open and after the library is closed.
2. The Cottonwood Room and Willow Room are available for before-hour and after-hour usage. All other meeting rooms are only available when the library is open.
3. A fee will be charged for before and/or after-hour usage at the rate of \$30.00 per half hour for the Cottonwood Room and \$25.00 per half hour for the Willow Room. (Governmental entities are excluded from this fee.)
4. A \$50.00 no-show or late fee will be charged to those who do not report at the scheduled time.

BEFORE LIBRARY IS OPEN

1. The Cottonwood Room and Willow Room may be booked beginning at 7:30 am, Monday-Saturday and 10:30 am on Sunday.
2. No assistance will be provided other than check out of room key, microphones, and AV cart.
3. A library employee will meet the group in the Gallery space at the earliest time requested on the meeting room reservation form.

AFTER LIBRARY IS CLOSED

1. No employees will be present after hours. After-hour usage is contingent upon availability of security personnel contracted by the library. The security company will be compensated by the person booking the room at the normal hourly rate charged to the library for security services.
2. Requests for after-hour usage must be made at least three weeks in advance and may be made online using the 'Reserve a Meeting Room' form. The time you request must overlap with the last hour the library is open.
3. Once the library receives your request, library personnel will contact the security company to check the availability of security personnel for the dates and times of your request.
4. No alcoholic beverages may be served, and tobacco use is not permitted.
5. You must be in the library prior to closing to check out the room key, microphones and/or AV cart. Employees may not stay late to accommodate you.
6. The library's wireless network shuts down at 10:00 p.m.

HOLIDAY AND CLOSURES

Requests to use the library during holiday or other closures must be made to the Executive Director (County Librarian) or designee.

Adopted June 30, 2015 by the Library County Library System Board of Directors.

MINORS IN LIBRARY WITH A GROUP

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

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.

PARKING

1. The parking lot west of the Laramie County Library is designated for those who are using library services.
2. Overnight parking is prohibited.
3. Vehicles found to be in violation of this policy may be towed at the owner's expense.
4. In cooperation with the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program, the Laramie County Library will have:
 - a. Parking spaces conveniently located near the west entrance of the library designated for carpools only.
 - b. The designated parking spaces are reserved for vehicles with more than one person and will be clearly marked with surface paint and/or signage.
5. Parking spaces for the disabled will consist of spaces in the bank of parking spaces nearest the building and spaces on 22nd Street.
6. The parking lot on the northeast corner of the site is designated for employee parking.

Adopted March 25, 2014 by the Laramie County Library System Board of Directors.

PET RELIEF AREA

A Pet Relief Area is provided for pets and their owners. Owners must leash their pets using this space. Owners must clean up after their pets, disposing of waste in a proper receptacle.

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.

PROGRAM/EVENT PARTNERSHIP

Partnerships for programs and/or events held at any facility of Laramie County Library System (LCLS) will support our mission by providing programs and events that contribute to lifelong learning and cultural exposure.

1. LCLS programs and events have first priority and take precedence over all partnerships.
2. All partnership proposals which are not solicited by the LCLS must be submitted in compliance with the Program/Event Partnership Proposal Form for review by LCLS and must be coordinated through the LCLS Community & Media Relations (CMR) Division in advance.
3. Partnership proposals will be selected/denied by LCLS.
4. Presenters bringing books/CDs/other items for sale are requested, though not required, to donate 10% of the proceeds to the Laramie County Library Foundation.
5. Ideas presented at programs and events at the library do not constitute endorsement by LCLS.
6. Events at the library are open to the public and free of charge. Exceptions may be considered by the Executive Director (County Librarian) or designee.
7. Partners will comply with the library Code of Conduct & Meeting Room guidelines.

Adopted September 27, 2011 by the Laramie County Library System Board of Directors.

PUBLIC ACCESS TO RECORDS KEPT BY THE LIBRARY

1. Public access to and inspection of records kept by Laramie County Library System (LCLS) shall be accomplished in accordance with the Wyoming Public Records Act, Wyo. Stat. Ann. § 16-4-201 et seq., as amended.
2. All requests for inspection of records must be put in writing to the Executive Director (County Librarian) or designee. An email will be considered “in writing”.
3. LCLS shall not be required to compile data or create a new document to comply with an electronic records request, as doing so would impair LCLS’s ability to discharge its duties.
4. If documents are only available in paper copy or if the requestor does not have an email account, a “per copy” fee will be charged at the library’s current rate charged for copies.
5. Where possible, a PDF of the requested document(s) will be emailed to the requestor at no charge unless staff time to find and send materials is 30-minutes or more.
6. For documents that are too large to be emailed, the documents will be copied to a CD. The cost of the CD will be charged at the library’s current rate for purchasing a CD plus any costs related to staff time of 30-minutes or more. LCLS will not copy items to a CD other than one provided by LCLS.
7. Pursuant to Wyo. Stat. Ann. § 16-4-202, a fee of \$30.00 will be charged for requests for electronic records that require 30-minutes or more, but less than 60-minutes, of staff time to research, prepare, copy, collate, assemble, etc. An additional fee of \$30.00 will be assessed for each whole or partial hour used thereafter.

Adopted September 22, 2015 by the Laramie County Library System Board of Directors.

SERVICE ANIMAL CODE OF CONDUCT

Laramie County Library System adheres to the Americans with Disabilities Act and welcomes service animals INCLUDE FEDERAL CODE. The library expects service animals to have acquired proper social behavior skills and manners. Service animals are expected to work calmly on a leash.

The following behaviors are prohibited by service animals while in the library or on library property:

1. Aggressive behavior toward people or other animals, including, but not limited to biting, snapping, snarling, growling, lunging, or barking.
2. Jumping up on people or furniture.
3. Soliciting food or seeking petting from people other than their owner. Service animals may not go up to people, whether in a friendly manner or not.
4. Sniffing merchandise or people or intruding into another dog's or peoples' space while on library property.
5. Roaming so that the leash is a tripping hazard.
6. Blocking an aisle or main walk way.
7. Unruly behavior or unnecessary vocalizations in the library.
8. Urinating or defecating in the library.

If a service animal is not able to comply with the above guidelines, library staff will ask the owner and service animal to leave the library.

The above guidelines were adapted from the International Association of Assistance Dog Partners minimum training standards for public access.

Adopted April 25, 2017 by the Laramie County Library System Board of Directors.

SHOPLIFTING

Law enforcement will be notified of any person found shoplifting and criminal prosecution pursuant to Wyo. Stat. Ann. § 6-3-404 as amended will be initiated. A demand for civil restitution pursuant to Wyo. Stat. Ann. § 1-1-127 as amended will be presented to the person found shoplifting. If such demand is not met, further civil action may be pursued.

Adopted November 30, 2010 by the Laramie County Library System Board of Directors.

SOCIAL MEDIA

Laramie County Library System offers blogs, community reviews, patron comments and other social media tools as a way to achieve our mission statement. Library social media tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Library social media is intended to create an online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments may be moderated by library staff and the library reserves the right to remove comments that are unlawful or do not comply with the library's Code of Conduct.

DEFINITION OF SOCIAL MEDIA

Social media is defined as any web application, site, or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues.

Social media includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

RULES FOR COMMENTING

Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

Posts containing the following are against library policies and may be deleted or removed by library staff:

1. Copyright violations
2. Off topic comments when a clear topic is designated
3. Commercial material/spam
4. Duplicated posts from the same individual
5. Obscene posts
6. Specific and imminent threats
7. Libelous comments
8. Images
9. Illegal items

By choosing to comment you agree to comply with library policy.

Adopted February 22, 2011, by the Laramie County Library System Board of Directors.

SMOKING

1. All facilities and vehicles of Laramie County Library System are designated tobacco/smoke-free areas. The use of e-cigarettes is also prohibited. Signs stating the buildings are tobacco/smoke-free facilities will be placed at all entrances.
2. Clearly marked designated tobacco use areas are located outside the Laramie County Library away from the entrances with outdoor seating, trash containers, and ash urns.
3. Employees who use tobacco may do so during their breaks in designated tobacco use areas.

Adopted July 31, 2012 by the Laramie County Library System Board of Directors.

STORAGE

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

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.

TRESPASSING

Laramie County Library System will prosecute anyone caught attempting to climb on the building without the permission of the Executive Director (County Librarian). Anyone trespassing or loitering on the grounds after operating hours may be prosecuted. Laramie County Library System may have unauthorized vehicles parked on the grounds outside of operating hours towed at the owner's expense.

Adopted September 22, 2009 by the Laramie County Library System Board of Directors.