



February 21, 2020

## PROPOSED CHANGES TO PUBLIC POLICY

The Laramie County Library System Board of Directors intends to adopt and amend policies relating to the public's use of library facilities, materials, and equipment. In accordance with the Wyoming Administrative Procedure Act (WAPA) WY Stat §16-3-101, the proposed changes/additions are listed below and available on the library's website [www.lclsonline.org](http://www.lclsonline.org) or at the first floor Ask Here desk at Laramie County Library, 2200 Pioneer Avenue, Cheyenne. Interested parties may send comments to Jeff Collins (Deputy Director, Public Service) at 2200 Pioneer Avenue, Cheyenne, WY 82001 or [jcollins@lclsonline.org](mailto:jcollins@lclsonline.org), or present views at a public hearing on Tuesday, April 28, 2020 at 4:00 p.m. in the Coneflower Room at Laramie County Library.

### ART OR ARTIFACTS DONATIONS

1. Artists, collectors, or individuals who wish to donate art or artifacts must submit ~~the same information as a request to donate art or artifacts for exhibition proposals, but must only submit images of the piece(s) to be donated.~~ The form for submittal is on the library website. The Community & Media Relations unit will review the art or artifacts with final approval by the Executive Director (County Librarian).
2. Once art or an artifact is accepted as a donation it becomes the property of the Laramie County Library Foundation. The donor relinquishes all rights to the art or artifact and the Foundation, in conjunction with Laramie County Library System (LCLS), may add the art or artifact 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.

## BULLETIN BOARDS FOR ~~PUBLIC NOTICE~~ COMMUNITY EVENTS

1. Library staff must first approve any item posted on the bulletin board. Staff will dispose of all posters that are on bulletin boards past the date of the event or items posted without staff approval or as otherwise necessary.
- 1-2. Laramie County Library System will utilize bulletin boards in Cheyenne, Pine Bluffs, and Burns to promote local events, including if they fit the following criteria:
  - a. Governmental, school, nonprofit, religious organizations, or community group one-time events.
  - b. Does not promote a commercial event, Any sale of product/item or political campaign that is intended to raise funds for charity or a nonprofit, including raffles.
  - c. Events that charge, but the event is to raise funds for charity or a nonprofit.
  - d. General information about a governmental program or similar program that provides a free service to the public (these are space permitting).
  - a-e. Is not intended as a permanent promotion of a non-educational program.
3. The following are prohibited from being posted:
  - a. Any business promotion, such as business cards, information of services, how to contact someone for services, etc.
  - b. Any selling of an item, such as vehicles, furniture, etc.
  - c. Any notice of a free item to give away, such as furniture, books, etc.
  - d. Any notice of an event that is intended to provide a business with contacts, clients, or future income in any manner.
  - e. Any political campaign-related materials.
4. 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.
5. When space is limited, staff may remove and repost regularly occurring meetings when space becomes available, such as a group that meets every 3<sup>rd</sup> Tuesday of the month.
- 2-6. Any posting that is not clearly covered in the criteria listed in this policy will go to the Executive Director (County Librarian) or their designee to determine if it can be posted or not. The library will notify the contact for the posting within 72 hours.

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 us for help. Let us know when you are unable to find what you need so we can try to get the information for you. This also helps us know what needs to be added to the collection.
2. Inform us 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 and events.
4. Be responsible for the safety, well-being, and conduct of children in your care.
5. Use the 2<sup>nd</sup> floor with the understanding that it is ~~which is primarily intended for use by children, teens, and their families.~~
- ~~5-6.~~ 6. Cooperate with any requests by our staff.
- ~~6-7.~~ 7. Turn off cellular phones when attending a library-sponsored program or event.
- ~~7-8.~~ 8. Keep your personal belongings in your control at all times. We are not responsible for lost or stolen items.
- ~~8-9.~~ 9. Eat and drink in any area of the library. Although lids are preferred on drinks, they are not required.
- ~~9-10.~~ 10. Report any spills to us immediately.
- ~~10-11.~~ 11. Clean up after yourself.

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

1. Any behavior that is prohibited by law.
2. Behavior that is unsafe or disturbing to other patrons, volunteers, or staff, such as using offensive language, staring or leering, 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.
3. Violence, threats of violence, ~~v~~erbally or physically ~~h~~arassment, intimidation, and/or ~~bullying or threatening~~ other patrons, volunteers, or staff. Harassment This 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.
4. Abandoning, or leaving unattended, children or other persons in need of supervision. Leaving young children unattended in the library at any time.
5. Actions that damage library property or the property of others.
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, use of motorized and non-motorized scooters, 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. Adults with developmental disabilities may visit the floor with a caregiver.~~
- ~~20.~~19. 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.~~20. 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.~~21. 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.~~22. Putting feet on the furniture except for foot rests or furniture ~~in the children's area~~ designed for this purpose.
- ~~24.~~23. Placing flyers on cars in the public or staff parking lots or on cars parked on the street around the library.
- ~~25.~~24. 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 at The Early Literacy Center and 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 storytimes and library programs and events.
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 we call law enforcement, offender(s) may be cited. We may notify parents in writing in the case of a minor (less than 18 years of age). We reserve 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.

## **CODE OF CONDUCT, SERVICE ANIMAL**

Laramie County Library System adheres to the Americans with Disabilities Act (ADA) [and Wyo. Stat. § 35-13-203](#) ~~and welcomes service animals~~. The library [welcomes service animals and](#) 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 walkway.
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.

## FEES, LOAN PERIODS, AND LIMITS

To ensure the equitable operation of the library and that library materials and equipment are available in a timely fashion, the Board establishes the following fees, loan periods, and limits. Note that adult library cards have a limit of 100 items total; youth library cards have a limit of 60 items total.

| <b>Print Materials</b> | <b>Loan Period</b> | <b>Limit</b> | <b>Fee</b> | <b>Overdue Fee</b> |
|------------------------|--------------------|--------------|------------|--------------------|
| Fiction Books          | 21 days            | 100          |            | \$0.10/day         |
| Fiction Books – NEW    | 7 days             | 100          |            | \$0.10/day         |
| Nonfiction Books       | 21 days            | 100          |            | \$0.10/day         |
| Youth Materials        | 21 days            | 100          |            | NO FEE             |
| Youth Book & CD Sets   | 21 days            | 8            |            | NO FEE             |
| Magazines              | 7 days             | 100          |            | \$0.10/day         |
| Book Club Kits         | 42 days            | 2            |            | \$0.10/day         |

| <b>Audiovisual (AV) Materials</b> | <b>Loan Period</b>          | <b>Limit</b>           | <b>Fee</b>   | <b>Overdue Fee</b> |
|-----------------------------------|-----------------------------|------------------------|--------------|--------------------|
| Audiobooks (BOCDs & MP3s)         | 21 days                     | 16 per format          |              | \$0.10/day         |
| Movies (DVDs & Blu-rays)          | 4 days                      | 4 per format           | \$2.00/item* | \$1.00/day         |
| Video Games                       | 4 days                      | 2 per format           | \$2.00/item* | \$1.00/day         |
| Music CDs                         | <del>7</del> <u>21</u> days | <del>8</del> <u>16</u> |              | \$0.10/day         |

\*AV fee include tax

NOTE: All materials checked out on the Bookmobile are due in 28 days.

| <b>Equipment</b>     | <b>Loan Period</b> | <b>Limit</b> | <b>Fee</b> | <b>Overdue Fee</b> |
|----------------------|--------------------|--------------|------------|--------------------|
| Overhead Projector   | 4 days             | 1            | \$5.00/day | \$5.00/day         |
| 35mm Slide Projector | 4 days             | 1            | \$5.00/day | \$5.00/day         |
| Screens              | 4 days             | 1            |            | \$1.00/day         |
| eReader Device       | 14 days            | 1            |            | \$1.00/day         |

| <b>Meeting Room Equipment</b> | <b>Loan Period</b> | <b>Limit</b> | <b>Fee</b> | <b>Overdue Fee</b> |
|-------------------------------|--------------------|--------------|------------|--------------------|
| Easel                         | Per meeting        | 1            |            | NO FEE             |
| Laptop w/AV Cart              | Per meeting        | 1            | \$20.00~   | NO FEE             |
| Microphone                    | Per meeting        | 1            |            | NO FEE             |
| Projector – 35mm Slide        | Per meeting        | 1            | \$2.50     | NO FEE             |
| Projector – Overhead          | Per meeting        | 1            | \$2.50     | NO FEE             |
| Projector – Permanent         | Per meeting        | 1            |            | NO FEE             |
| Piano (Cottonwood Room)       | Per meeting        | 2            | \$10.00    | NO FEE             |
| TV/VCR/DVD Player             | Per meeting        | 1            | \$5.00     | NO FEE             |
| Whiteboard                    | Per meeting        | 1            |            | NO FEE             |

~A credit card is required for use of these items

| <b>Faxing</b>   | <b>Fee</b>                         |
|---|------------------------------------|
| <del>Sending – Local, Long Distance, or Toll Free –</del> | \$0.50 per <a href="#">pagefax</a> |
| <del>Sending – International</del>                        | <del>\$3.00 per page</del>         |
| Receiving   | \$0.10 per page                    |

| <b>Photocopies</b> | <b>Fee</b>      |
|--------------------|-----------------|
| Black & White      | \$0.10 per page |
| Color              | \$1.00 per page |

**Fees (see also LOST/DAMAGED ITEMS POLICY)**

|  | <b>Fee</b>  |
|--|---|
| Material or Equipment Returned <i>without</i> Barcode  | \$1.00  |
| Material or Equipment Returned <i>without</i> RFID Tag | \$2.00  |
| Lost Material  | Cost of Item + Processing Fee   |
| Damaged Material – Returned to Library                 | One-half cost of item +<br>Processing Fee                                 |
| Damaged Material – Not Returned to Library             | Cost of Item + Processing Fee   |
| Lost or Damaged Equipment                              | Cost of Equipment <i>OR</i><br>Cost of Repair if Repair Restores Function |
| Processing Fee – Book                                  | \$5.00  |
| Processing Fee – AV                                    | \$10.00   |
| Collection Agency                                      | \$20.00   |
| Replacement Library Card                               | \$3.00  |
| Blank CD   | \$1.00  |
| Flash Drive  | \$5.25  |
| Envelope   | \$0.25  |
| Laminating Sheet                                       | \$1.00 per sheet  |
| Stamp  | Cost of current stamp   |
| 3D Printing Fee  | \$0.25 per gram with \$1.00<br>Minimum Charge                             |

1. **Responsibility** – In return for the right and privilege to use Laramie County Library System, you are responsible for ensuring that books, materials, 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** – You may renew most materials up to two times unless another borrower has placed a request on the material. This includes using the renewal function and/or checking materials in and checking out again. You may renew materials by contacting us in person or over the phone, using a Self Check station, or by accessing your account online. Materials that have rental fees must be renewed in person at the library or by phone.
3. **Rental Fees** – There are rental fees for movies (DVD and Blu-ray) and video games. You may check out these materials if the privilege on your library card permits (see LIBRARY CARDS POLICY for youth card requirements). We will not make refunds or exchanges due to selection error. Movies are intended for use with a standalone DVD and/or Blu-ray player and television. We do not guarantee that a DVD or Blu-ray will work on your device. We will not issue refunds for DVD or Blu-ray rentals that were used on a computer and did not work. We are not responsible for any damage to personal computer equipment, software, or data.
4. **Overdue Fees** – For most materials, the overdue fees are \$0.10 per item, per day. For e-readers, DVDs, Blu-rays, and video games, the overdue fees are \$1.00 per item, per day. We will notify you by email or mail when an item is overdue on the 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> day. If unpaid fees are \$10.00 or more, your library account will be blocked until you 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, we may turn over your library 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 your account is cleared.

6. **Lost and Damaged Materials or Equipment** – You are responsible for all materials checked out on your library card. The parent or guardian signing a minor’s library card is responsible for all materials 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 is the entire cost of the equipment whether returned to the library or not. If the equipment can be repaired to full usefulness, we may charge you only for the cost of repair. (See LOST/DAMAGED MATERIALS POLICY)
7. **Refunds** – We will credit refunds of \$10.00 or less to your library account. We will issue refunds over \$10.00 via check or crediting your library account following the next regularly scheduled Board meeting. 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 aka “Holds”** – You may make a request at any public service desk or using your account online. There is a \$0.50 fee for each request that you do not pick up.
9. **Interlibrary Loans** – The library may borrow materials from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). There is a \$2.00 fee for ILL requests. You may place requests using your account online or at any public service desk. Fees charged by the loaning library are your responsibility. There is a \$0.50 fee for each request that you do not pick up. There is \$1.00 per day overdue fee for items borrowed from the University of Wyoming or libraries located *outside* of Wyoming. Overdue fees vary for items borrowed from libraries within Wyoming. 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. You are responsible for any copyright infringement for copies you make.
11. **Homebound Services** – If you receive homebound services from the library, you are exempt from the following policies:
  - a. All materials checked out to a “homebound” library card check out for 28 days.
  - b. There are no overdue fees.
  - c. There are no ILL fees.
  - d. The number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs and Blu-rays with a limit of 8.
  - e. There is no charge for DVDs and Blu-rays.
  
  - f. No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a “homebound” library card.

Adopted April 30, 2019 by the Laramie County Library System Board of Directors.