



March 25, 2021

## 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 of 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, May 25, 2020 at 4:00 p.m. via Zoom.

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### POLICY – 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~~ collections will be weeded on a yearly schedule.
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 However, materials may be withdrawn from those collections if they are obsolete or inaccurate; worn or damaged and can be replaced; superseded editions; ephemeral materials no longer timely; or items inappropriate for the nature of the collection.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.

## **POLICY – 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 at Laramie County Library, is to provide access for all library Laramie County residents patrons 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 employees 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. Laramie County Library System assumes no responsibility for failures of the filtering software to block all contents from the above listed sites
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 employees assume 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 free.

Adopted April 2, 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:

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 and not-for-profit 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. Signage of a non-permanent nature may be used just outside the door of a meeting room using only approved tape obtained at an Ask Here desk. Signage must not obstruct passage in any manner.~~
- ~~7.6.~~ 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.
- ~~8.7.~~ ~~Groups wishing to use the pianos in the Cottonwood Room may be required to complete and sign a Piano Use Agreement Form.~~
- ~~9.8.~~ 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, so signage outside of the room and a~~ Appropriate noise levels ~~are~~ must be maintained.
- ~~10.9.~~ 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.
- ~~11.10.~~ Library activities take precedence over all other meeting room activities.
- ~~12.11.~~ 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.
- ~~13.12.~~ 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.
- ~~14.13.~~ 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.

- ~~15.14.~~ No alcoholic beverages may be served, and tobacco use is not permitted.
- ~~16.15.~~ 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.
- ~~17.16.~~ 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.
- ~~18.17.~~ 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 at the 'Ask Here' Desk on any floor.
4. Training is provided if you wish to connect ~~ayour personal~~ laptop or other device 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, IT employees will not be able to touch your ~~computer equipment~~ laptop or other device.
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.