



MARCH 9, 2023

## 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 by inquiring at any service point at all Laramie County Library System locations. Interested parties may send comments to Beth Cook (Deputy Director of Public Service) at 2200 Pioneer Avenue, Cheyenne, WY 82001 or [bcook@lclsonline.org](mailto:bcook@lclsonline.org), or present views at a public hearing on April 25, 2023 at 4:00 p.m. in the library's Coneflower Room.

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### **PUBLIC POLICY – ART AND ARTIFACT DONATIONS**

#### **ART OR ARTIFACTS DONATIONS**

1. Artists, collectors, or individuals who wish to donate art or artifacts must submit a request to donate art or artifacts. Upon request, a form will be emailed to or printed for the potential donor. Completion of the form is required for the donation to be considered. 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 ~~April 28, 2020~~ by the Laramie County Library System Board of Directors.

### **PUBLIC POLICY - CODE OF CONDUCT**

#### **CODE OF CONDUCT**

The Board of Directors endorses the following code of conduct, as it will be presented to patrons, employees 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 employees, 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 employees while on library system property.

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

1. Respect others.
- ~~1.~~ Ask library employees for help. ~~Let employees 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.~~  
Inform employees if you need accommodation or if assistance is needed for your full use of library services.
- ~~1-2.~~ Explore new ideas and interests ~~by attending library events.~~
- ~~2-3.~~ Be responsible for the ~~safety, wellbeing~~ wellbeing, conduct and safety ~~conduct~~ of children in your care.
- ~~3-4.~~ Use the second floor with the understanding that it is primarily intended for use by children, teens, and their families.
- ~~4-1.~~ ~~Cooperate with the requests of library employees.~~
- ~~5.~~ ~~Turn off cellular phones when attending a library sponsored event.~~
5. Keep your personal belongings in your control at all times.
  - 1) The library is not responsible for lost or stolen items.
6. Eat and drink in any area of the library. Immediately report spills to an employee.
7. Clean up after yourself.
- ~~6.~~ ~~Although lids are preferred on drinks, they are not required.~~
- ~~7.~~ ~~Report any spills to a library employee immediately.~~
8. Clean up after yourself. Cooperate with the requests of library employees.
- ~~2.~~

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

**BEHAVIOR THAT DISTURBS OR ENDANGERS OTHER PEOPLE**

1. Behavior that a reasonable person could perceive to be hostile, threatening, intrusive, or offensive. ~~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 cannot be quieted, or other disruptive behavior.~~
- ~~3.~~ Use of offensive language.
- ~~4-2.~~ Excessive noise, especially in areas designated for quiet or silence. ~~Violence, threats of violence, verbal or physical harassment, intimidation, and/or bullying other patrons, volunteers, or employees. 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.~~
- ~~5-3.~~ Abandoning, or leaving unattended, children or people other persons in need of supervision unattended. ~~Leaving young children unattended in the library at any time.~~
  - a. The behavior of the child or person will determine if they are able to be left unattended in a public place. ~~Running, crying, not sharing, disrupting others who are using the library and/or not being able to correct their behavior when asked to by a library employee will indicate the child or person needs supervision by a caregiver. If a library employee has to ask a child more than once to behave, that child is in need of supervision.~~
  - b. If an older child is left to supervise a younger child and they are not supervising that child, a parent or caregiver will be required to be with the children.

~~6.4. \_\_\_\_\_ Blocking aisles, stairs or entrance/exits 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.~~

~~5. Bodily hygiene that is offensive so as to unduly interfere with another individual patron's use of the library. You shall be required to leave the building.~~

#### BEHAVIOR THAT IS UNLAWFUL

1. Any behavior that is prohibited by law.

2. Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers, or employees.

3. Smoking or use of tobacco or tobacco products or e-cigarettes, except in designated outside areas.

~~3.4. \_\_\_\_\_ Being intoxicated or Useusing of alcohol and/or illegal drugs on library property.~~

~~4.5. \_\_\_\_\_ Bringing animals, other than service animals, into the library except as authorized by a library manager. By Federal law, library employees may ask what two questions only: "If an animal is required because of a disability" and "what services the animal is trained to provide or performs."~~

~~5.1. \_\_\_\_\_ 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.~~

6. Skateboarding, skating, use of motorized and non-motorized scooters, or loitering on library property.

~~7.1. \_\_\_\_\_ 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.~~

#### BEHAVIOR THAT MISUSES LIBRARY RESOURCES

1. Actions that damage library property or the property of others.

2. Accessing employee areas, unless accompanied by a library employee.

3. Not cleaning up after yourself.

a. Food and drink left unattended will be discarded at the end of the day.

~~2.4. \_\_\_\_\_ Lying down on the floor, benches or couches.~~

~~3.5. \_\_\_\_\_ Inappropriate dress, including no shirt or shoes.~~

~~4.6. \_\_\_\_\_ Tampering with the arrangement of library materials, which makes finding or using them difficult.~~

~~5.7. \_\_\_\_\_ Talking or use of cellular phones audible use of electronics in the Capital Room on the third floor. This is a designated silent reading room.~~

~~6.1. \_\_\_\_\_ Parking in designated spaces when you do not meet the requirements for parking in those spaces.~~

~~7.8. \_\_\_\_\_ Use of library computers for anything other than their intended purpose. Downloading or searching any files other than those on your own CD, or USB. (See Internet Policy.)~~

~~8.9. \_\_\_\_\_ Putting feet on the furniture except for footrests or furniture designed for this purpose.~~

~~9.10. \_\_\_\_\_ Placing flyers on cars in the public or employee parking lots or on cars parked on the street around the library.~~

~~10.11. \_\_\_\_\_ Leaving your belongings unattended for more than 60 minutes. These items will be placed in lost and found.~~

12. 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.

13. Parking in designated spaces when you do not meet the requirements for parking in those spaces.

Note: This list is not all-inclusive and other behaviors judged inappropriate by library employees 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 library employees 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 Avenue  
Cheyenne, WY 82001

A hearing on the request for reinstatement of library privileges may be held if the Board, in its sole discretion, feels it 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 employees concerning the barring of the patron and request further information from library employees 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 concerning 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 ~~June 28, 2022~~ by the Laramie County Library System Board of Directors.

## ***PUBLIC POLICY - CODE OF CONDUCT – Service Animal***

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

Laramie County Library System adheres to the Americans with Disabilities Act (ADA) and Wyo. Stat. §35-13-203. 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. [Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks.](#)

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 or person's 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 employees 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 28, 2020~~ by the Laramie County Library System Board of Directors.

## **PUBLIC POLICY - FEES, LOAN PERIOD, LIMITS AND CHANGES - Refunds**

### **FEES, LOAN PERIODS, LIMITS AND CHARGES**

- 5. Refunds** – Refunds will be issued in cash or check for amounts that are \$10.00 and under. We will credit refunds of \$10.00 or less to your library account. Refunds for amounts that are over \$10.00 will be issued in check only.
- a. For cash refunds the patron will need to go to the business office on the second floor of the library Monday through Friday between the hours of 10:00 am and 5:00 pm.
  - b. For refunds that will be a check, we will issue refunds over \$10.00 via check or crediting your library account following the next regularly scheduled Board meeting.
  - a-c. 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.

## **PUBLIC POLICY - LIBRARY CARDS**

### **LIBRARY CARDS**

1. Laramie County Library System will not collect PII (Personally Identifiable Information), as defined by the government of United States as "anything that can be used to distinguish or trace an individual's identity", other than name, address, phone number and email.
- 1.2. 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, to 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 an

employee 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).

~~2.3.~~ 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.

~~3.4.~~ 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.

~~4.5.~~ Responsibility – In return for the right and privilege to use the library, you are responsible for ensuring that library materials are returned when due; for paying 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 for paying collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library.

~~5.6.~~ 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 four 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. J4 – 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 materials 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.)

~~6-7.~~ Your first library card is issued at no charge. (See replacement policy).

~~7-8.~~ 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.

~~8-9.~~ 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.

~~9-10.~~ 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.

~~10-11.~~ **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](mailto: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.

~~11-12.~~ **Replacement Library Cards** – You must complete a replacement library card application and a photo ID is required. There is a fee of \$3.00 charged to replace a stolen, lost or damaged library card. [Older library cards that start with the numbers 29092 will not be charged a replacement fee.](#)

~~12-13.~~ **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 for all materials or equipment checked out on your library card, 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](mailto: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.

## ***PUBLIC POLICY - MEETING ROOMS, BEFORE LIBRARY IS OPEN AND AFTER LIBRARY IS CLOSED***

### **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 pm.~~

#### **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.