

Public Policy

Revised August 1, 2023



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

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General Information

VISION

Champion a knowledgeable and engaged community.

MISSION

Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

COMMITTMENTS

- Free and easy access to the printed and digital word, information, and cultural enhancement
- A rich reading and literacy culture for children and adults
- Dynamic, current, pertinent, and uncensored collection of materials in a variety of formats
- Well-trained professional librarians, employees, and volunteers serving our community.
- Responsible resource development, management, and sharing
- State-of-the-art technology and digital resources
- Innovative and welcoming facilities to meet the needs of all people of Laramie County
- Promotion of library services through a variety of communication channels
- A flexible, nimble, and responsive approach to community needs
- Equity, diversity, and inclusion of all members of our community

Adopted June 22, 2021 by the Laramie County Library System Board of Directors.

LARAMIE COUNTY LIBRARY SYSTEM

Organizational Chart FY 2023

December 2023

— Direct Supervision
- - - Fundraising Oversight
..... Shared Fiscal Management

COUNTY COMMISSIONERS

BOARD OF DIRECTORS

FOUNDATION BOARD

DEVELOPMENT DIRECTOR (FOUNDATION DIRECTOR)

EXECUTIVE DIRECTOR (COUNTY LIBRARIAN)

DEPUTY DIRECTOR OF OPERATIONS

DEPUTY DIRECTOR OF PUBLIC SERVICE

EXECUTIVE
COORDINATOR

COMMUNITY &
MEDIA RELATIONS
Manager

INFORMATION
TECHNOLOGY
SERVICES
Manager

CIRCULATION &
BRANCH SERVICES
Manager

ADULT
SERVICES
Manager

YOUTH &
OUTREACH SERVICES
Manager

Facilities
Superintendent

Café
Manager

Library
Café
(5)

Business
Office
(3)

Human
Resources

Asst. Mgr.
Lead Tech. II

Computer
Center
(5)

Network
Services
(4)

Asst. Mgr.
Readers
Advisory
Librarian

Circulation
Services
(10)

Shelvers
(7)

Event
Services
(1)

Branch
Services
(6)

Business
Services
Coordinator
(1)

Special
Business
Services
Specialist
(1)

Asst. Mgr.
Special
Collections
Librarian

Teen
Services
(1)

Outreach
Services
(2)

Early
Literacy
Specialist
(1)

Asst. Mgr.
Youth
Librarian

Event
Services
(4)

Youth
Services
(4)

Cataloging
Supervisor
(5)

Security
Contract
(3)

Design
Specialist
(1)

Social
Media/
Marketing
Specialist
(1)

Graphic
Design &
Web Site
Specialist
(1)

Volunteer
Coordinator
(1)

Numbers in parentheses indicate the number of additional positions in that division.



ORGANIZATIONAL CHART

Board of Directors 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 employees.
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 by Wyo. Stat. Ann. §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.
2. Executive Director (County Librarian) requests input from the board at the February board meeting.
3. Executive Director (County Librarian) presents the first draft of the budget to the board at the March meeting.
4. A preliminary, out-of-balance version must go to the County Commissioners to meet the May 1 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.
5. 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 Business Office employees. 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 board 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 provided for in Wyo. Stat. Ann. §18-7-103(b), as amended. It is the responsibility of the County Board of Commissioners 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 funds 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 any material that is:
 - a. Prohibited by local, state or federal law and/or regulations
 - 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. The library reserves the right to refuse any 3D print request.
4. 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 and its employees, volunteers, and board members harmless in all matters related to patented, trademarked or copyrighted materials.
5. Library's programs and needs regarding 3D printer usage take precedence over the public's use of the device.
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 lies with 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 shall not be a file larger than 10MB.
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.
 - a. After the object is created, it will be weighed.
 - b. Users will be charged \$0.10 per gram rounded up to the nearest gram whether using library filament or their own.
 - c. Upon request, users may request to print using their own filament if it is compatible with the library's 3D printer.
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. The cost will be added to the user's library account.
12. Failure to pick-up and/or pay for requested 3D printed objects may result in temporary or permanent barring from 3D printing access.
13. Items must be picked up by the individual who printed them or a named designee.
14. Only designated library employees and volunteers will have direct access to the 3D printer.

Adopted October 26, 2021 by the Laramie County Library System Board of Directors.

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 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 25, 2023 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 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 event.
2. Brochures/pamphlets for non-library sponsored events or information dissemination may be accepted at any service point. Library employees 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 COMMUNITY EVENTS

1. Library employees must first approve any item posted on the bulletin board. Employees will dispose of all posters that are on bulletin boards past the date of the event or items posted without employees' approval or as otherwise necessary.
2. Laramie County Library System will utilize bulletin boards in Cheyenne, Pine Bluffs, and Burns to promote local events, including:
 - a. Governmental, school, nonprofit, religious organizations or community group one-time events.
 - b. Any sale of product/item 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).
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. When space is limited, employees may remove and repost regularly occurring meetings when space becomes available, such as a group that meets every 3rd Tuesday of the month.
5. 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 28, 2020 by the Laramie County Library System Board of Directors.

CODE OF CONDUCT

A library is a place dedicated to peaceful enjoyment and the acquisition of knowledge and information. Its purpose is to aid citizens in the acquisition of knowledge through reading, writing, selecting materials, researching, studying, and attending Library- or community-sponsored programs or meetings.

The Laramie County Library is a limited public forum, and not a location for general public accommodation, or use for purposes not associated with the Library's purpose, services, and mission.

The Code of Conduct is intended to ensure and foster an orderly atmosphere, conducive to every library patron, exercising their constitutionally protected interest in receiving, reading, and acquiring information. Activities permitted on Library premises are those consistent with the nature and purpose of the Library. Behavior inconsistent with or disruptive to the Library's mission and purpose are not permitted.

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.

Entrance into the library and use of its facilities shall be considered acknowledgment and acceptance of Library policies, including but not limited to the Code of Conduct.

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

1. Respect others.
2. Inform employees if you need accommodation or if assistance is needed for your full use of library services.
3. Explore new ideas and interests.
4. Be responsible for the wellbeing, conduct, and safety of children in your care.
5. Use the second floor with the understanding that it is primarily intended for use by children, teens, and their families.
6. Keep your personal belongings in your control at all times.
 - a. The library is not responsible for lost or stolen items.
7. Eat and drink in any area of the library. Immediately report spills to an employee.
8. Clean up after yourself.
9. Cooperate with the requests of library employees.

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

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

BEHAVIOR THAT DISTURBS OR MAY ENDANGER OTHER PEOPLE

1. Behavior that a reasonable person could perceive to be hostile, threatening, intrusive or offensive.
2. Verbally or physically harassing or threatening other patrons, volunteers or staff.
Harassment may include but is not limited to:
 - a. Initiating and/or persisting in unwanted conversation;
 - b. Impeding access to or within the building;
 - c. Unwanted and/or unconsented touching of another person.
 - d. Threatening communication, whether direct or implied, including but not limited to gestures, behaviors, and/or non-consensual contact directed at individuals or groups, under circumstance in which a reasonable person would or should have known would cause substantial emotional distress and/or a reasonable person to suffer substantial fear for their safety or the safety of another person; or for the loss or destruction of their property.
3. Offensive language. Using profane, obscene or provocative language or other actions which a reasonable person would have cause to believe would disturb the peace of others and/or that an individual has reasonable grounds to believe to be hostile, threatening, provocative or offensive. For purposes of this provision the term "provocative language" shall include but not be limited to insulting and/or "fighting words" which by their very utterance inflict injury or tend to incite.
4. Excessive noise, especially in areas designated for quiet or silence. Electronic devices must be used with headphones.
5. Leaving children or people in need of supervision unattended.
 - a. 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. 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.
7. Blocking aisles, stairs or entrance/exits so as to make it dangerous, difficult or impossible to walk through. Blocking aisles, obstructing or interfering with patrons, the public or staff use of or access to hallways, passageways or other areas of Library premises. Obstructing includes but is not limited to behavior and/or conduct which is obstructive or disruptive to freedom of movement on or in Library premises, including as to ingress or egress and/or the designated use of the facilities or premises. This includes but is not limited to placement of cords for electricity to electronic equipment, such as laptop computers.
8. Bodily hygiene that is offensive so as to unduly interfere with another individual's use of the library. You shall be required to leave the building. Individuals with bodily hygiene that is offensive, so as to constitute a nuisance and thereby unduly interfere with another patron's use of the library, shall be required to leave the building.

BEHAVIOR THAT IS UNLAWFUL

1. Committing or attempting to commit any behavior or activity that constitutes a violation of any federal, state or local statute or ordinance.
2. Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or employees.
3. Smoking, chewing, and using other tobacco products, including vaping and electronic cigarettes and other inhalants, except in designated outside areas.
4. Using, possessing, selling, soliciting, offering, and/or appearing under the influence of alcohol or illegal drugs.
5. Bringing animals, other than service animals, into the library except as authorized by a library manager.
6. Making unreasonable use of the public restrooms, including laundering clothes and bathing and/or using such facilities in a manner which creates a nuisance and/or interferes with or obstructs their use by other library patrons.
7. Use of open flame or any burning or heating elements, except as provided in meeting rooms and with consent of library staff and pursuant to library policy.
8. Skateboarding, skating, use of motorized and non-motorized scooters or loitering on library property.
9. Failing to comply with direction from Library staff, including but not limited to: Refusing, failing to desist from behavior which violates library policy; Refusing, failing to leave an area of the library when directed to by staff; Refusing, or failing to leave library premises if directed by staff.

BEHAVIOR THAT MISUSES LIBRARY RESOURCES

Misuse includes but not be limited to

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 may be discarded.
4. Lying down on the floor, benches or couches.
5. Inappropriate dress, including no shirt or shoes.
6. Tampering with the arrangement of library materials, which makes finding or using them difficult.
7. Bringing in, possessing or leaving garbage, articles or other material with a foul odor or which impose a potential health risk for other patrons and/or articles which, alone or in their aggregate, impede the use of the library by other users.
8. Talking or audible use of electronics in the Capital Room on the third floor.
9. Use of library computers for anything other than their intended purpose. Downloading or searching any files other than those on your own USB. (See Internet Policy.)
10. Putting feet on the furniture, except for footrests or furniture designed for this purpose.

11. Placing flyers on cars in the public or employee parking lots or on cars parked on the street around the library.
12. Leaving your belongings unattended for more than 60 minutes. These items will be placed in lost and found.
13. Monopolizing library space, equipment, and furniture in public areas or outlets to the exclusion of others.
14. 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.
15. Parking in designated spaces when you do not meet the requirements for parking in those spaces.

“If any of the information is unclear, or if there are questions in regard to Library policies, please ask a member of the library staff for clarifications.”

CONSEQUENCES OF MISCONDUCT

CONSEQUENCES OF MISCONDUCT

Library staff are empowered to enforce Library policies and procedures. The Executive Director (County Librarian) or designee will apply these rules in a fair and equitable manner for the benefit of all and review reports of misconduct and or policy violations.

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 indefinite basis (including barring of library card), and/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.

BARRING FROM LIBRARY PREMISES

The Executive Director (County Librarian) shall make decisions regarding consequences in regard to individuals who are determined to have violated any Library policies and/or the Code of Conduct. In making a decision, the Executive Director (County Librarian) will consider evidence provided by library staff in regard to the actions and alleged violations on the part of the patron and may request further information from library staff during its consideration. The Executive Director (County Librarian) in their sole discretion may but is not required to request information from the individual subject to any potential sanction and/or any non-staff witnesses.

Individuals who are barred or banned from library premises will be informed of this in writing. Reasonable efforts based on available information will be made to provide written notice to any violator including at the last or known address reasonably available to library staff. A summary of the reasons for the decision, and the length of time, temporary or indefinite ban is in effect, shall be included in the notice.

Proof of receipt by the individual of the notice of barring is not required for the decision to be in full force and effect, from the point the decision is made by the Executive Director.

Individuals entering upon or attempting to enter upon library premises during the pendency of any ban may be charged with criminal trespass.

PROCESS OF APPEAL FOR BARRING

A person who has been barred or banned from the library may make an appeal for reinstatement of library privileges. The appeal must be in writing and mailed or delivered to:

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

E-mail or electronic submissions of an appeal, will not be accepted.

Appeals from being barred from library premises must contain a thorough explanation of any challenges to the decision barring the individual from library premises and/or grounds or the basis for any reversal or modification of the decision barring entry to library premises. The written appeal, unless further evidence is requested from the individual, in the sole discretion of either the Executive Director or the Library Board, will constitute the individual submissions and basis for any request for readmission.

The Executive Director (County Librarian) shall review the submission of an individual seeking readmission and shall render a decision in regard to the appeal. The decision shall be in writing and will be provided to the individual at the last known available address. The Executive Director (County Librarian)'s decision denying or modifying a request for readmission shall be final, unless, within ten (10) days of the issuance of the Executive Director (County Librarian)'s decision, the individual appealing makes a written request for a hearing before the Library Board.

The Library Board retains complete discretion in regard to the granting of a hearing upon request. In the event the Board denies a hearing, the decision of the Executive Director (County Librarian) shall be a final administrative agency decision from its issuance or from the date the Board denies a request for hearing, whichever is later in time.

A hearing on the request for reinstatement of library privileges may be held by the Board, in its sole discretion, should it determine one is required. Such a hearing is not a contested case and the presence of the individual appealing is not required for the hearing to be held. In all cases where reinstatement is requested and the Board grants a hearing, the Board shall consider the request for reinstatement at a Board meeting within 45 days of the date of the request for reinstatement.

The Board's decision is a review of and determination in regard to the Executive Director (County Librarian)'s prior decision. The Board may consider the documentary evidence and/or testimony provided by library staff in regard to the barring of the patron and request further

information from library staff during its consideration. The Board will 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 indefinitely barred from the library, or for a period of one year or more, and any initial request for reinstatement has been denied, the patron may reapply for consideration of reinstatement to the Board subsequent to a denial of readmission by the Board or the Executive Director (County Librarian), after the passage of 120 days, from any decision denying reinstatement.

In a case where a patron has not been indefinitely barred, or the ban is for less than one year and any initial request for reinstatement has been denied by either the Executive Director (County Librarian) or the Board, the patron may reapply for consideration of reinstatement to the Board after the passage of 30 days subsequent to the initial denial.

Final decisions regarding barring from library premises, whether by the Executive Director (County Librarian) or by the Board, may be appealed pursuant to the Wyoming Administrative Procedures Act within 30 days of the execution of the respective decision.

PETITIONS

1. Laramie County Library System is a limited public forum.
2. Members of the public who are seeking to have petitions signed may do so by standing on the perimeter, public right of way or sidewalk to seek signatures for petitions.
3. During inclement weather they may request to the Executive Director (County Librarian) space inside the library under the following guidelines:
 - a. Petitioner must complete an online request form for approval to collect signatures.
 - b. Petitioner will use only the table provided in the gallery space of the library.
 - c. Petitioner will not move the table to a different place.
 - d. Petitioner will stay behind the table at all times.
 - e. Petitioner will not yell, coerce, follow or otherwise impede or harass people who are walking by.
 - f. Petitioner may use a pre-approved sign or near the table.
 - g. Petitioner may use a normal inside voice to ask people to approach the table and inform on the petition's topic.
 - h. Petitioner will clean up the petition area and table, leaving nothing behind each day.
 - i. Petitioner will be out of the building at least 10 minutes prior to the library closing.

- j. Violation of any of the above or any part of the Code of Conduct will result in petitioning privileges being revoked for that individual and/or the subject of the petition.

INTERPRETATION FOR CHILDREN OF THE CODE OF CONDUCT

HAPPY, SAFE, AND HEALTHY AT THE LIBRARY

Let us 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 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 employees may be cause for consequences.

Adopted August 1, 2023 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. 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 25, 2023 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, 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 May 25, 2021 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 case 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 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 employees 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.

EMERGENCY, HEALTH

1. Members of the public who use the library are expected to comply with directives made by the Wyoming Department of Health, or any governmental agency designated with authority, during a health emergency.
2. Members of the public are requested to not use the library if they are feeling ill.
3. Members of the public may be expected to wear face coverings while in a library facility. If so expected, then the public shall wear face coverings. Failure to comply will be a violation of Code of Conduct under actions that are prohibited #2 "Behavior that is unsafe..."
4. Members of the public must comply with social distancing of 6 feet from another person or as stated in the Wyoming Department of Health's or the governmental agency designated with authority, guidelines. This applies whether or not people are wearing a face covering. Failure to comply will be a violation of Code of Conduct under actions that are prohibited #2 "Behavior that is unsafe..."
5. Members of the public may be asked to clean workstations or areas where they sit before and/or after use of an area. They may use only items intended for cleaning as supplied by the library.
6. Members of the public are encouraged to follow personal hygiene recommendations of the Wyoming Department of Health, or the governmental agency designated with authority, such as frequent and thorough handwashing, sneezing/coughing into their elbow or a tissue, doing their best to not touch their face, and regularly using hand sanitizer.

Adopted July 28, 2020 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) unit and Events Team. 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, LIMITS AND CHARGES

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.

<u>Print Materials</u>	<u>Loan Period</u>	<u>Limit</u>	<u>Charges</u>
Fiction Books	21 days		<i>See List of Charges below</i>
Fiction Books – NEW	7 days		<i>See List of Charges below</i>
Nonfiction Books	21 days		<i>See List of Charges below</i>
Youth Materials	21 days		<i>See List of Charges below</i>
Youth Book & CD Sets	21 days	16	<i>See List of Charges below</i>
Periodicals (Magazines)	7 days		<i>See List of Charges below</i>
Book Club Kits	42 days	2	<i>See List of Charges below</i>
Interlibrary Loan Fee	Determined by loaning library or 21 days	Determined by loaning library	\$2 per item requested; loaning library may charge additional fees
<u>Audiovisual (AV) Materials</u>			
Audiobooks (BOCDs & MP3s)	21 days	16 per format	<i>See List of Charges below</i>
Movies (DVDs & Blu-rays)	7 days	4 per format	<i>See List of Charges below</i>
TV Series	21 days	4 per format	<i>See List of Charges below</i>
Video Games	7 days	2 per format	<i>See List of Charges below</i>
Music CD	21 days	16	<i>See List of Charges below</i>
Interlibrary Loan Fee	Determined by loaning library or days above per item type	Determined by loaning library	\$2 per item requested; loaning library may charge additional fees

<u>Bookmobile</u>			
All materials	28 days	See above per item type	<i>See List of Charges below</i>
<u>Equipment</u>			
Overhead Projector	4 days	1	<i>See List of Charges below</i>
35mm Slide Projector	4 days	1	<i>See List of Charges below</i>
Screens	4 days	1	<i>See List of Charges below</i>
Laptop	7 days	1 per family	<i>See List of Charges below</i>
Hotspot	7 days	1 per family	<i>See List of Charges below</i>
<u>Meeting Room Equipment</u>			
Easel	Per meeting	2	<i>See List of Charges below</i>
Laptop w/AV Cart	Per meeting	1	<i>See List of Charges below</i>
Microphone	Per meeting	2	<i>See List of Charges below</i>
Projector – 35mm Slide	Per meeting	1	<i>See List of Charges below</i>
Projector – Permanent	Per meeting	1	<i>See List of Charges below</i>
Piano (Cottonwood Room)	Per meeting	2	<i>See List of Charges below</i>
TV/VCR/DVD Player	Per meeting	1	<i>See List of Charges below</i>
Whiteboard	Per meeting	1	<i>See List of Charges below</i>
Fees			
Fax – sending			<i>\$.50 per fax</i>
Fax – receiving			<i>\$.10 per page</i>
Copies – black & white			<i>\$.10 per page</i>
Copies – color			<i>\$1.00 per page</i>
Library card replacement			<i>\$3.00</i>
To Purchase			
Blank CD			<i>\$1.00</i>
Flash Drive (USB)			<i>\$5.25</i>

Envelope			\$.25
Laminating Sheet			\$1.00
Stamp			Current cost for a stamp
3D printing fee			\$.10 per ounce
Clear Book Jackets	Size 9, 10, 12, and 14		\$.50 each
Clear Book Jackets	Size 16		\$.50 each

See also LOST/DAMAGED ITEMS POLICY

<u>LIST OF CHARGES</u> <u>(for material and equipment checked out or used in house)</u>	<u>Charges</u>
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 + Processing Fee
Damaged Material – Not Returned to Library	Cost of Item + Processing Fee
Lost or Damaged Equipment	Cost of Equipment <i>OR</i> Cost of Repair if Repair Restores Function
Processing Fee – Book	\$5.00
Processing Fee – AV	\$10.00
Collection Agency for long overdue items	\$20.00

1. **Responsibility** – In return for the right and privilege to use Laramie County Library System, you are responsible for

- a. ensuring that books, materials, and other equipment are returned when due
 - b. paying promptly all charges against your library card account or the library account of any minor you have signed for a library card account
 - c. paying 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.
- 3. **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.
- 4. **Lost and Damaged Materials or Equipment** – You are responsible for all materials checked out on your library card. The parent or guardian signing for 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)
- 5. **Refunds** – Refunds will be issued in cash or check for amounts that are \$10.00 and under. 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 from 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 following the next regularly scheduled Board meeting.
 - c. 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.
- 6. **Interlibrary Loans** – The library may borrow materials from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL).
 - a. There is a \$2.00 fee for ILL requests.
 - b. You may place requests using your account online or at any public service desk.
 - c. Fees charged by the loaning library are your responsibility; this may include overdue fees.
 - d. The limit of outstanding requests and checked out interlibrary loan materials is eight, excluding magazine and journal articles.

7. **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.
8. **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 ILL fees.
 - c. 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 eight.
 - d. No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a “homebound” library card.

Adopted April 25, 2023 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 Center 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 free.

Adopted May 25, 2021 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:

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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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. 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.
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).
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.
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.
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.
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. JV – 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.)
- 7. Your first library card is issued at no charge. (See replacement policy).
- 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.

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.
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.
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, 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.
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.
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, U.S. Postal Service or delivered in person to the Cards & Accounts Desk.

Adopted April 25, 2023 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 employees.
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 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 and 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 and \$5.00 processing fee and LCLS will retain the damaged book.
 - c. Keep the damaged item and 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. **AUDIOBOOKS** (lost part): If a patron has lost or damaged an individual CD in an audio book set and the individual 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 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 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, MP3 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, MP3 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 damages 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 collection agency charges associated with the checkout of any lost or damaged item.

Adopted June 28, 2022 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
 - h. Private parties or events where only those invited may attend.
3. 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. Pianos are only available in the Cottonwood Room.
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. Appropriate noise levels must be 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 event. In issuing any publicity, groups may not imply that their events 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 at the Ask Here Desk on any floor.
4. Training is provided if you wish to connect a 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 laptop or other device.
6. Computer Classroom:
 - a. The Computer Classroom may be scheduled for a group to do training or work that requires computers. There are six computers available.
 - b. The Studio, used for video production, is in the Computer Classroom and the room may be scheduled for this use. There are two specialized computers in the room that assist with editing.
 - c. The library has one computer with a webcam that is in the Computer Classroom. The room may be scheduled for use of the webcam to ensure privacy and not disturbing other library users.

- d. Two specialized computers are in the Computer Classroom as well. They may be reserved by calling and asking for the Computer Center help desk or in person. The room is generally not scheduled for this purpose, but may be if the work involves a group collaborating.

Adopted June 28, 2022 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 checking out the room key, microphones, and/or 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.

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 April 25, 2023 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. Any vehicle 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.

EVENT PARTNERSHIP

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

1. LCLS 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 Event Partnership Proposal Form for review by LCLS and must be coordinated through the LCLS Adult Services (AS) 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 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, charge a per copy fee at the 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 employees' 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 and any costs related to employees' 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 employees' 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.

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 employees and other library users. Comments may be moderated by library employees and the library reserves the right to remove comments that are unlawful or do not comply with the library's Code of Conduct or policies.

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 employees:

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 any unauthorized vehicle 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.