

FORT LUPTON
PUBLIC & SCHOOL LIBRARY

425 South Denver Avenue
Fort Lupton, Colorado

POLICIES

Proposed Draft Adopted by FTL Library Board 9/21/17 with revisions through 2/18/21

Contents

PURPOSE	3
GENERAL LIBRARY OBJECTIVES	3
BUDGET POLICY.....	4
AUDIT POLICY.....	4
COLLECTION DEVELOPMENT POLICY	4
CENSORSHIP	6
APPROPRIATE INTERNET USAGE	7
CONFIDENTIALITY	8
GIFTS.....	8
ART PURCHASE POLICY	9
USE OF FACILITIES.....	9
BEHAVIOR AT THE LIBRARY.....	10
LOAN POLICIES	11
EQUIPMENT POLICY	11
HOURS OF SERVICE	12
INTER-LIBRARY COOPERATION.....	12
COOPERATION WITH OTHER LIBRARIES / SYSTEMS	12
PERSONNEL.....	12
UNATTENDED CHILD.....	13
ENVIRONMENT POLICY	14
PANDEMIC DISEASE POLICY.....	14
STRATEGIC PLAN.....	15
OTHER.....	15

PURPOSE

The mission of the Fort Lupton Public and School Library is to provide all people with access to information for education, enlightenment, and entertainment. —Rev. 1996

GENERAL LIBRARY OBJECTIVES

We believe that all people have a right to have access to all expressions of knowledge, creativity, and intellectual activity. The primary objective of the Library is to serve the information needs of people in the Library area, which encompasses the City of Fort Lupton and that portion of Weld County within the boundaries of School District Re-8. The Library shall honor the ALA (American Library Association) guidelines in offering free and equal access to information, and not deny or limit access because of its allegedly controversial content.

In conducting its programs, the Fort Lupton Public and School Library will maintain non-partisanship and objectivity to support the individuality and ethnicity of the citizens and will provide service with sensitivity, courtesy, and respect. The Library will develop partnerships with community groups to understand better the needs of its diverse citizens and will use every practical means to satisfy their information needs. The Fort Lupton Public and School Library will provide access to a wide variety of materials, by, about, and in the language of the local ethnic populations.

Service will include but not be limited to:

1. Providing free basic service to every person desiring Library access.
2. Maintaining an atmosphere of conscientious responsiveness and interest.
3. Exploiting all reasonable opportunities for utilization of local, regional, state, national, and international information systems.
4. Identifying the community needs and wishes of distinct population segments.
5. Exerting deliberate efforts to inform non-users of the advantages of available Library services.
6. Assuming a leadership role in the community in promoting culture, quality of life, enlightened citizenship, and continuous self-education.
7. Supporting the School Library Bill of Rights, the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the ALA Statement on Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights.

BUDGET POLICY

Budget Adoption: Each year on or before the June Library Board meeting, the budget committee will convene and draft a proposed budget for the Library's upcoming fiscal year. The Board will consider the proposed budget and approve the final budget on or before the regular meeting in July. The Board will then forward the final approved budget to the Ft. Lupton City Council for inclusion in the City's annual budget package.

(approved May 2019)

AUDIT POLICY

Annually, the Library Director will obtain a copy of the library's financial audit from the City of Fort Lupton. The Director will send a link to the Library Board and Weld Re8 School Board President. The Library Board will then form an Audit Committee of two board trustees and the Director. The Audit Committee will review the audit. The Director and Audit Committee will meet with the library's fiscal agent and/or financial institution in the event of discrepancies or for additional information or clarification. After the Audit Committee has reviewed the audit, they will give a report to the rest of the Library Board. The Audit Committee will offer to provide a report to the Re8 School Board and the City Council.

(approved September 17, 2020)

COLLECTION DEVELOPMENT

Purpose

The purpose of this policy is to guide staff and inform the public of the principles on which the District bases selection and collection maintenance decisions.

Intellectual Freedom

Collection development at Fort Lupton Public & School Library is founded on the principles of intellectual freedom and equal access for all. The library strives to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public while recognizing the needs of special population groups in the community.

The three basic supporting documents used to achieve these principles are the American Library Association's *Freedom to Read Statement*, the *Freedom to View Statement*, and the *Library Bill of Rights*.

Resource Sharing Partners

The Fort Lupton Public & School Library is a member of the High Plains Library District and participates in cooperative interlibrary loan networks, including Prospector. This

expands the range of materials available to library users while minimizing purchases of lesser used materials.

Collection Development Criteria

Selection Criteria

- Sustained interest
- Price
- Availability
- Library materials budget
- Reputation and qualifications of the author, creator, or publisher of the work, with preference generally given to titles vetted in the editing and publishing industry.
- Space availability
- Local significance of the author, subject or creator of the work
- Suitability of format or physical form for library use
- Textbooks or other curriculum-related materials will be acquired only in subject areas where there is little or no material in any other format or where they substantially add to the collection.
- Availability of material elsewhere
- Presentation of all sides of controversial issues
- Inclusion of materials which some may consider unconventional, unpopular, unorthodox, or unacceptable:

(a) Ideologies

The Library should, without making any effort to sway the users' judgment make available basic factual information on an ideology or philosophy which exerts a strong force, either favorably or unfavorably, in government, current events, politics, education, or any other phase of life.

(b) Sex and Profanity

Materials presenting accents on sex should be subjected to a stern test of literary merit and reality by the librarian. While we would not in any case include the sensational or over dramatic, the facts of sexual incidents or profanity appearing should not automatically disqualify a resource. Rather the decision should be made on the basis of whether the material presents life in its true proportions, whether circumstances are realistically dealt with, and whether the material is of literary value. Education and factual material on the level of the users should be included in the Library collection.

(c) Science

Medical and scientific knowledge should be made available without any biased selection of facts.

Recommendations for purchase from staff or the public are considered, with criteria noted above being applied.

Materials need not meet all criteria to be selected.

For items not purchased, patrons have the option to request through our resource sharing partners or through the District’s interlibrary loan service.

Criteria for Withdrawal

The collection is continually refreshed. Items are withdrawn if they meet certain criteria.

- Damaged or poor condition
- Infrequency of use of a particular copy
- Number of copies in the collection exceeds level of demand
- Relevance to the needs and interest of the community
- To create shelf space for newer materials
- Availability elsewhere including other libraries and online
- Out of date or replaced by newer editions

Donation of Materials

At this time the Library discourages donations of materials due to limited space and resources.

Any donated items not selected for inclusion in the collection will be sold, donated, discarded, or otherwise removed from the building at the discretion of the Library.

Related Documents

Websites:

[American Library Association Freedom to Read Statement](#)

[American Library Association Freedom to View](#)

[American Library Association Library Bill of Rights](#)

(Approved December 19, 2019)

CENSORSHIP

Censorship must be exercised by the patron for himself alone. The director and the Library Board cannot restrict the freedom of selection of the patron, and neither can the patron restrict the freedom of selection of other patrons. It is left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children’s use of resources shall provide guidance to their own children. Library patrons who are residents of the Fort Lupton Public & School service area who object to materials may fill out a “Request for Reconsideration” form. The librarian who receives the request will temporarily remove the material from circulation and forward the request to the Fort Lupton Public and School Library director. The Library Director will consider the request and respond to the request within 21 days.

If the complainant is not satisfied with the response, the Library Board will conduct a final review. A quorum of the Public and School Library Board shall provide the complainant with a written decision regarding the material within 40 days of the final review request. If the complainant is not satisfied, he/she may file a written request for appeal. If the complaint is filed on behalf of a Re-8 student, the request for appeal is filed

with the Board of Education. The request for appeal will be filed with the City Council if on behalf of an adult or other public patron. This request must be filed within five calendar days from the date on which he/she received the decision of the Public and School Library Board.

A quorum of the Board of Education or City Council (see above) or its designated agent shall render a written decision to the complainant within 40 days from the receipt of the appeal. The decision of the Board of education or City Council or its designated agent will be final. Once a decision has been made, the materials will not be reconsidered for a period of one year.

The re-evaluation of the material shall be based on the original criteria used for selection of materials. (See "Materials Selection Policy" and "Criteria for Selection of Materials") Additionally, no materials shall be excluded because of the writer's race or nationality or his political or religious views. The value of any material shall be judged as a whole, considering the purpose of the materials, rather than individual, isolated expressions or incidents in the work.

All requests for reconsideration will be reported to the Colorado State Library.

(Approved October 2019)

APPROPRIATE INTERNET USAGE

Library staff should never act as "internet cops." It is not and should not be the duty of library staff to censor what (i.e., content) patrons are accessing on the internet. Any such monitoring constitutes unconstitutional content-based censorship. When a patron accesses (or is suspected of accessing) unlawful materials via the internet, library staff may contact the appropriate law enforcement authorities to enforce the law, rather than attempt to enforce the law themselves. Knowing what materials are actually obscene or child pornography or "harmful to minors" (in the case of a juvenile) is extremely difficult and applicable statutory and case law are the only "true" guidelines. Thus, only courts have the authority to determine, pursuant to due process considerations, whether materials accessed online by a patron are actually obscene, child pornography or "harmful to minors." (Note the same analysis applies if a patron is sending [or is suspected of sending] unlawful materials via the internet from public library computers; library staff should contact appropriate law enforcement officials to enforce the laws.)

Internet "behavioral" problems should be addressed by library staff in the same way as other general library behavioral problems, such as making too much noise, inappropriate conduct in the library (i.e., sexual acts), and similar disorderly behavior.

Access to the internet at the library is a privilege and not an absolute right. Public library internet access computers are not private; library or school district personnel may access "tracing" files to maintain system integrity and to investigate suspected violations of law

or policy. Patrons should be informed that other patrons may be able to access such information. Users should be fully aware that websites visited and images viewed may not be "private" because the library, and its access to the internet via computer terminals, is necessarily public in nature.

Adapted From:

Internet Safety Policy Guidelines by Cathy Harris Helms. *Georgia Library Quarterly* 40 no2 19-23 Summer 2003.

CONFIDENTIALITY

The Library shall safeguard the privacy of each user. Information about the patron and his use of the Library shall be free of surveillance and disclosure. The Library recognizes that children and youth have the same rights to privacy as adults.

Any information supplied to the Library or gathered by it shall not be given, made available, or disclosed to any individual, corporation, institution, government or other agency without a valid process order or subpoena. Upon presentation of such a process or subpoena, the Library shall resist its enforcement until such time as proper showing of good cause has been made in a court of competent jurisdiction.

The Library shall safeguard the following information about Library patrons:

1. A patron's name or whether an individual is a registered borrower or has been a patron.
2. A patron's address.
3. A patron's telephone number.
4. The Library's circulation records and their contents.
5. The Library's borrowers' records and their contents including internet usage.
6. The number or character of questions asked by patrons.
7. The frequency or content of a patron's lawful visits to the Library or any other information supplied to the Library or gathered by it.
8. The titles or subject of materials ordered from other libraries for individuals.
9. The presence of an individual patron in the Library at a given time.

GIFTS

The same principles of selection which are applied to purchases apply to gifts. Gifts of books or other materials are accepted with the following provisions:

1. Gifts shall not necessarily be housed in a special location.
2. Gifts will be kept by the Fort Lupton Public and School Library only if they can be of active value to the collection.
3. If the library cannot use the material, it may be offered to other libraries or organizations before disposal.
4. Specialized materials which would have infrequent or no use should be

- given to a research library or other appropriate agency.
5. The donor can specify how their funds are used.

Monetary gifts may be accepted by the Library. The Board of Trustees shall make recommendations on the allocation of the funds. The funds shall be managed by going through the fiscal agent's financial process.

(Approved January 21, 2021)

ART PURCHASE POLICY

Fort Lupton Public and School Library, to encourage local artists, shall purchase local art to be displayed in the Library.

At the direction of the Library Board, work produced by local artists in the Fort Lupton area shall be sought and recommended for purchase by the Art Committee. The same principles of selection used for the purchase of Library materials will apply to the purchase of local art. Funds for the purchase of local art shall be sought from local clubs, individual donations, and the Library budget. Artists shall be encouraged to donate samples of their artwork to the Library. Withdrawal of any art purchased by the Library shall follow the usual withdrawal procedures for other Library materials. Organizations or individuals who provide artwork to the library can note on the submission form whether they wish to be notified that the artwork is being removed. Notification of removal will be dependent on the library's ability to obtain current contact information.

(Approved February 18, 2021)

USE OF FACILITIES

The conference room and other rooms in the Library complex will be made available primarily to cultural and educational groups. Priority will be given to Library-sponsored functions. Youth groups may be scheduled if there is adequate adult sponsorship. The rooms may not be used by anyone to promote his/her own business or for financial gain. The rooms will be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members. Meeting in the Library does not constitute sponsorship or acceptance by the Library of the views of the group using the facility. Citizens may appeal staff decisions on use of the room to the Library Board. Scheduling will be handled by the Library staff coordinated through the high school for times when the Library is not open. The Library director shall establish a rolling three-month reservation system for use of space at the library. There will be no use of alcohol, tobacco, or drugs on the premises.

All persons at the Library are expected to observe the laws of Colorado including, but not limited to criminal statutes pertaining to Disorderly Conduct, Trespass and Interference at Public Buildings, Disrupting Lawful Assembly, and Harassment. Section 18-9-117,

Colorado Revised Statutes, Unlawful Conduct on Public Property, authorizes state entities to establish additional limitations and prohibitions regulating behavior on public property. Pursuant to that authority, the Library adopts the following policy:

BEHAVIOR AT THE LIBRARY

When you enter the facilities of the Fort Lupton Public & School Library, you make a commitment to act courteously toward all other persons working in or visiting the facility, to act respectfully regarding the property of the Library and other patrons, to follow the policies and rules of the facility, and to not cause a disturbance that interrupts the use of the Library by others. Under this standard of conduct, the following activities are prohibited at all Library facilities:

- Engaging in any activity or behavior that constitutes a crime
- Engaging in any activity or behavior that could result in injury to yourself or others
- Damaging property of the Library or of other patrons
- Infringing on the right of others to use the library peacefully
- Harassing or intimidating patrons or staff members
- Engaging in rowdy behavior or loud or prolonged conversations or laughter, including use of cell phones, that can be heard by others
- Using electronic devices with volume or ring tone loud enough to disturb others
- Bringing animals into the Library except those required for disability aid
- Loitering, soliciting or selling items without Library consent
- Making disturbing noises
- Using Library or personal computers or other electronic devices to view pornographic or adult material
- Sleeping on the floor or furniture
- Failing to maintain a standard of personal hygiene (i.e., offensive body odor, bringing vermin-infested clothing and personal effects into the Library)
- Bringing or consuming food or beverages except in areas of the Library where specifically allowed
- Smoking or using smokeless tobacco or devices
- Any other act or behavior that causes a disturbance which effects the ability of Library staff to perform regular operations or which denies Library patrons the ability to use Library facilities peacefully

Parents or guardians are responsible to see that their children observe these rules.

The Library staff will ask people who do not behave in accordance with these standards to correct their behavior or to leave the Library. The Library may request the police to

assist with people who do not comply with these rules. The Library reserves the right to ban a patron from using Library facilities for repeated violations of this policy or other Library policies or for refusing to comply with Library policies.

(approved May 2019)

LOAN POLICIES

The Library is supported by the taxpayers of Fort Lupton and that portion of Weld County within the boundaries of School District Re-8. Basic services will be granted free of charge to everyone in the service area and holders of Colorado Library Cards. Visitors who do not have valid Library cards may be given Library privileges on recommendation of a local resident. Library cards shall be issued free of charge. No fines shall be charged for overdue materials, but list price shall be charged for damaged and lost items. This applies to all users of the Library. All print and non-print materials are loaned according to an established period deemed reasonable by the Library staff. Materials may be renewed if the items have not been requested by another patron. No patron shall be permitted to borrow materials from the Library while he or she has overdue materials or while an assessment against him or her remains unpaid, however, all materials and equipment may be used in the Library.

Specialty checkout will follow the High Plains Library District checkout policies. Reasonable extenuating situations will be determined by the Fort Lupton Public & School Library Director.

A replacement fee will be charged for second lost or damaged card.

For children under 16 years of age, the parent or guardian must complete and sign an application form on behalf of the child. The parent/guardian and the child must be present when the card is issued, except when working with an institution, such as schools.

Related Websites:

Borrowing Terms & Limits

https://www.mylibrary.us/my_library_card/#1481841962410-8d0961a3-10e4

(Approved February 20, 2020)

EQUIPMENT POLICY

Audiovisual and similar equipment shall be loaned to library card holders 18 years of age or older at the discretion of the media specialist and/or the Library director. In exercising such discretion, those individuals shall be governed by the following minimum criteria:

1. Loans for educational uses shall receive first priority.

2. Loans shall be made only for purposes which are legal.
3. Loans shall be made only to users who are financially and otherwise responsible and who are qualified to operate and care for the equipment being loaned.
4. Security deposits may be required where deemed necessary to ensure proper use and return of the equipment. In the event of loss or damage, other than ordinary wear and tear to any equipment loaned, the user shall be responsible for the cost of repair or replacement of such equipment.

HOURS OF SERVICE

Decisions on the opening or closing of the Library may be made by the Library director with the needs of the users considered paramount. Library hours will be posted on social media and on the doors (if possible) with the Library Board notified by email.

The Library will be closed for New Year's Day, Martin Luther King Day, Presidents' Day, Graduation Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the following Friday, December 24th and Christmas Day, and New Year's Eve, or as agreed upon with the City and School District.

INTER-LIBRARY COOPERATION

Sharing of resources is essential in serving the information needs of all users. Technology promotes the free flow of materials from Library to Library. The Library staff shall encourage our patrons to borrow materials unavailable in our Library and the lending of our materials wherever needed and all reasonable efforts will be expended to assure the highest quality service possible. Any borrower of the Library will be offered all services possible to supplement local holdings.

COOPERATION WITH OTHER LIBRARIES / SYSTEMS

The Library recognizes that some services can best be provided through cooperation with other libraries, and therefore, is a member of the High Plains Library District and the Colorado Library Consortium (CliC). The Library seeks to contribute to, as well as receive from, the cooperative projects in which it is involved.

PERSONNEL

Hiring procedures for Library director will follow guidelines which are outlined in the Intergovernmental Agreement. The Library Board is responsible for making recommendations to City Council for hiring and discharging the Library director. The

Library staff is hired for a one-year term with annual recommendations for renewal to the personnel officer who in turn shall make recommendations to City Council.

Time with pay is allowed staff members to attend Library conferences and other professional meetings. As far as possible, the privilege of attendance at such meetings is rotated among members of the staff belonging to the associations. The Library budget should include sufficient funds to pay institutional memberships in the Library association. It should also include money for Library Board memberships in the state Library associations and for at least one in the American Association of Library Trustees. Funds should also be provided for representative staff and Trustee attendance at state, regional, and national meetings.

It is the duty of staff to provide the highest quality service possible. Each member of the staff must keep uppermost in mind that service comes before time schedules, personal convenience, or personal opinions.

Any staff member having a complaint or personal grievance should feel free to bring it to the attention of the director. Criticism within the Library should be constructive. Staff members and Library Board members do not criticize the Library or associates in public.

It is important that each employee completely understands the policies and service programs of the Library. Toward this end, staff meetings are held regularly during working hours. The purpose of these meetings is to inform staff members of actions taken by the Library Board; to present and explain matters of policy; to discuss professional problems, new trends, procedures, and materials; and to consider matters involving the staff and its interests. All staff members are urged to take part in the discussion of common problems and to offer suggestions for changes in policy and procedures.

UNATTENDED CHILD

1. **Responsibility** for the welfare and the behavior of children using the library rests with the parent, guardian, or responsible caregiver. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.
2. **Supervision of children: Children age 10 and younger** should be in sight of and supervised by a parent, guardian, or responsible caregiver (of at least 12 years of age) who acknowledges responsibility for the child during their entire stay in the library. Parents or caregivers of these children are expected to remain in the library while children are attending library programs.

Older children able to maintain proper library behavior may use the library while unattended, otherwise they should be adequately supervised by a parent, guardian, or

responsible caregiver. Staff may, as needed, notify parents, guardians, or responsible caregivers whose children need additional supervision.

3. In the case of unattended and disruptive children, library staff members have authority to intervene in situations, such as but not limited to the following:

- a. An unattended child is found frightened or crying in the Library
- b. An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child
- c. An unattended child exhibits specific inappropriate behavior
- d. An unattended child has not been met by a responsible caregiver at closing time

After evaluating the situation, Library staff members will attempt to contact the parent or guardian of an unattended child. Staff may videotape disruptive children for the sole purpose of showing to parents/guardians. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the Fort Lupton Police Department.

If the child is repeatedly left unsupervised, parents will be notified that their child is no longer permitted to use the library unattended.

Parents are responsible for their children's behavior while in the library. Children and young adults who are disruptive in the library or on library property interfere with library service to all patrons. **The Library is not a daycare institution and the staff members are not babysitters. It is a public institution where all patrons have an equal right to quality library service in a friendly and peaceful environment.**

ENVIRONMENT POLICY

The role of the Fort Lupton Public and School Library is to maintain a healthy and clean environment for all library users. Animals are therefore prohibited in the library except for service animals or animals that are part of a library program.

(approved 9/21/17)

PANDEMIC DISEASE POLICY

An epidemic is the spread of a disease rapidly and above the normal level through one or more communities. A pandemic is the worldwide spread of a new disease.

In an epidemic or pandemic, the balance is between safety (of public and staff) and the role of libraries as a key gathering place and resource in the community. In evaluating actions to take, the library considers (1) the guidelines of its governing authorities (2) resources to provide guidance (2) and (3) local, state and national decision-making authority.

Resources

In cases where the library is allowed *discretion*, the resources for assisting the library in making decisions are:

Nationally – the Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH) • State – Colorado Department of Public Health and Environment (CDPHE) • Local – Weld County Department of Public Health and Environment (WCDPHE) • Libraries – Colorado State Library (CSL)

(Approved July 16, 2020)

STRATEGIC PLAN POLICY

The Strategic Plan will be undated every five years. In order to accommodate this a Strategic Committee will be formed one year prior to the current Strategic Plan's expiration. The committee will consist of two trustees and the library director. The committee will follow the following process:

1. Review and update the Strategic Plan Policy.
2. Review the last Strategic Plan.
3. Compile data from surveys – public, board, staff, establishing bodies.
 - a. Surveys to include Non-users, AIMS, Food Bank, Wattenberg, Aristocrat Acres
4. Incorporate some Colorado Public Library Standards based on the surveys' data.
5. Research other Strategic Plans – City, Re8, libraries.
6. Utilize resources available such as HPLD.
7. Hold a Library Board workshop.
8. Budget Committee review of plan.
9. Review Mission/Vision/Values based on the new Strategic Plan.
10. Library board approval.
11. Send/Post Strategic Plan to establishing bodies, HPLD and the public. Do presentation if needed for the establishing bodies.

New Strategic Plans will be approved at the June library board meeting and become effective July 1st.

Starting in January after the Strategic Plan is approved there will be an annual review in evaluating the progress of the plan.

Every February after the annual review, a presentation will be offered to the city and the Re8 School Board updating them on the Strategic Plan progress.

(Approved September 17, 2020)

OTHER

Bylaws and Policy shall be void if in conflict with the Intergovernmental Agreement, school district policy, city regulations or state law.