

CLEAR CREEK COUNTY LIBRARY DISTRICT POLICIES AND PROCEDURES

The following general policies and procedures are adopted by the Board of Trustees for the Clear Creek County Library District to facilitate the efficient provision of services to the citizens of Clear Creek County and to bring into harmony the general policies covering district library operations, library staff, and board meetings.

Items not specifically addressed herein shall be the responsibility of, and administered at the discretion of, the local building committees of the Idaho Springs Public Library and the John Tomay Memorial Library.

TABLE OF CONTENTS

GENERAL OPERATING POLICIES

1-1	MISSION STATEMENT
1-2	BOARD POLICY
1-3	GENERAL OPERATING POLICIES
1-4	BOARD OF TRUSTEES CONFLICT OF INTEREST POLICY
1-5	BOARD ATTENDANCE POLICY
1-6	BOARD REMOVAL POLICY
1-7	PUBLIC PARTICIPATION POLICY

EMPLOYEE POLICIES & JOB DESCRIPTIONS

2-1	EMPLOYMENT POLICY
2-2	INTERVIEWING AND HIRING POLICY
2-3	VOLUNTEER POLICY
2-4	EMPLOYEE BACKGROUND CHECKS
2-5	COMPENSATION REVIEW POLICY

FINANCIAL POLICIES

3-1	ACCOUNTING PROCEDURES
3-1P	ACCOUNTING POLICY -- PROCEDURES
3-2	CREDIT CARD POLICY
3-3	PERSONNEL/PAYROLL MANAGEMENT
3-4	INSURANCE PROGRAMS

- 3-5 FOUNDATION POLICY
- 3-6 VOUCHER POLICY
- 3-7 FACSIMILE SIGNATURE POLICY
- 3-8ACTIVITY ACCOUNT POLICY & PROCEDURE
- 3-9 TUITION ASSISTANCE POLICY
- 3-10TRAVEL REIMBURSEMENT POLICY
- 3-11FRIENDS OF THE LIBRARY POLICY

COLLECTION DEVELOPMENT POLICIES

- 4-1 COLLECTION DEVELOPMENT POLICY
- 4-2 GIFTS, DONATIONS AND MEMORIALS POLICY
- 4-3PURCHASING, SELLING AND RETAINING MATERIALS POLICY
- 4-4RESOURCE SHARING AND COOPERATION WITH OTHER LIBRARIES
- 4-5 LIBRARY BILL OF RIGHTS
- 4-6 THE FREEDOM TO READ STATEMENT
- 4-7FREEDOM TO VIEW STATEMENT

PATRON POLICIES

- 5-1CIRCULATION POLICY
- 5-2PRIVACY/CONFIDENTIALITY POLICY
- 5-3 INTERNET/COMPUTER POLICY
- 5-4 USER BEHAVIOR POLICY
- 5-5USE OF LIBRARY AND SPECIAL RESOURCES BY THE PUBLIC
- 5-6 UNATTENDED CHILDREN POLICY
- 5-7ANIMALS IN LIBRARY POLICY

5-8 MEETING ROOM POLICY

**5-9POLICY FOR REQUESTING PUBLIC RECORDS
RESEARCH AND RETRIEVAL**

**CLEAR CREEK COUNTY LIBRARY DISTRICT
GENERAL OPERATING POLICIES**

CLEAR CREEK COUNTY LIBRARY DISTRICT
1-1 MISSION STATEMENT

The Clear Creek County Library District will be a centerpiece of our community, providing public library services that enhance our community through shared collections, cultural events and activities, the preservation and sharing of our county's rich historical past, access to current and emerging technologies, and service to our democracy through the free flow of information.

Adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004, and amended June 10, 2014.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
1-2 BOARD POLICY**

Section I – District Library Board of Trustees

Appointment of the District Library Board

The Clear Creek County Library District Board of Trustees (Library Board) shall be appointed according to the District bylaws.

Board Officers

- At the annual meeting, the Library Board shall elect a President, a Vice President, a Treasurer, and a Secretary.
- The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office. In the absence of the President, the Vice President shall preside.
- The President shall appoint all committees not otherwise ordered by the Bylaws or the Library Board.
- In consultation with Library staff, the Secretary will notify the members of all meetings of the Board; give notice of all meetings of committees; and keep true records of the votes at the elections and of all other proceedings.
- In case of the absence of the President, Vice President or Secretary, the Board may elect an officer pro tem.
- If the office of the President, Vice President or Secretary shall become vacant, the members shall fill the vacancy at the next regularly scheduled meeting of the Board.

Board Meetings

The Library Board shall set its regular meetings and a posting place for public notices for the ensuing year at its first meeting of the year.

Minutes

Minutes of all meetings shall be maintained and conserved by the Board. A copy of these minutes shall be sent to the Director.

Functions and Responsibilities of the District Library Board

- Be responsible for the library service to the community served by the Library District.
- Prepare and administer a budget covering the operation of the library system, including all buildings and the district administration.
- Submit the budget to the Clear Creek County government and the Department of Local Governments, certifying the sums necessary to maintain and operate the library during the ensuing year.

- Establish policies governing the use and management of the District's libraries.
- Authorize the purchase of library materials and equipment.
- Submit financial records for audit.
- Enter into such contracts as are necessary for the operation and maintenance of the Library District.
- In conjunction with the Building Advisory Committees, establish and maintain standards for hours of service and types of local service.
- Maintain a positive relationship with the respective owners of the library buildings (City of Idaho Springs and the Georgetown Library Association).
- Consult and report on a regular basis with the Library Director regarding usage of the library, services offered by the library, and the needs of the library.
- Hire and employ the Library Director.
- Work cooperatively with other educational, cultural and service agencies in the community such as the school, community college, recreational board, historical society, etc.
- Provide for planning and Library Board training.

Section II – Committees of the Board

Building Committees

Each library shall have a Building Advisory Committee (BAC) to help maintain a checks and balance system. It shall have bylaws governing the committee and describing the manner in which the library will be operated. Policies will not conflict with District Library policies; District Library policies will take precedence over BAC policies if a conflict exists.

Appointment – Members of the BAC shall be nominated by the BAC to the District Board, which shall have the authority to approve or deny the nomination. BAC Board Members must be residents of Clear Creek County.

Officers – The **BAC** should elect at its annual meeting a president and a vice-president, treasurer, secretary and any other officers it deems necessary to carry out the business of the committee. The librarian may serve as recording secretary, but may not vote.

Meetings – A minimum of eight BAC meetings should be held each year.

Minutes – Minutes of all meetings shall be maintained and conserved by the **BAC**. A copy of these minutes shall be sent to the District and Branch Librarian.

Budget – An annual budget should be prepared and approved by the BAC and presented to the District Library Board by September 15 of each year.

Functions and Responsibilities of the Building Advisory Committee

- Give feedback to the Library Director regarding the branch librarian's performance.
- Help prepare the budget proposal for the following year.
- Approve line item changes and high dollar purchases.
- Approve expenditures for work that affects the quality, appearance and maintenance of the library building.
- Interpret and implement District Board policy and formulate building-specific policies.
- Recommend programs and materials relevant to the interests and requirements of the community.
- Work cooperatively with the building owner and with other educational, cultural and service agencies in the community such as the school, community college, recreational board, historical society, etc.
- Make recommendations regarding the use of gifts for library use.
- Act as a mediator in matters involving freedom to read disputes with citizens.
- Cooperate with local foundation and/or Friends of the Library or other volunteer organizations.
- Any other duties delegated to it by the District Library Board.

Voucher Committee

The Voucher Committee will operate according to the District's Accounting Policy.

Other Committees

The District Library Board President with the concurrence of the Library Board may appoint other committees to serve for such length of time as is the pleasure of the Board. If necessary, the president shall designate the chair who shall preside at all meetings of the committee.

Section III – Ethics

Ethics Statement For Public Library Trustees

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid & disclose situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January, 1989.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on September 14, 2004. Amended on August, 10, 2005, Dec. 5, 2006, and Dec. 6, 2011.

CLEAR CREEK COUNTY LIBRARY DISTRICT
1-3 GENERAL OPERATING POLICIES

Hours of Operation

The Board of Trustees sets the hours of operations according to the needs of the patrons and budgetary considerations.

Library Holidays & Closures

At this time, the District gives 11 paid holidays per year to eligible employees (pro-rated for part-time employees.) Eligibility for holiday pay is outlined in the District's personnel handbook.

Each year, the Library Director, in consultation with the branch librarian(s), will set the holiday/closure schedule, but may not change the number of official paid holidays without permission of the District Board. In the event that the number of paid holiday days is larger than the number of holiday closures, employees will be eligible to take the remaining days or pro-rated hours on other days in the same calendar year. The employee must get approval from their supervisor before taking the holiday time. Hours not used before the end of the calendar year will be lost.

The Library Director, at his or her own discretion, may choose to close the library and pay staff in the event of a significant snowstorm or weather event. These hours will not count toward overtime hours and will be paid at the employee's regular rate of pay.

The Library Director may also choose to close a buildings when exceptional circumstances warrant the closure. At the time of the decision, the Library Director will choose whether or not to pay staff for the time missed as a result of the closure.

Annual Report

The Library Director will submit an annual report to the District Library Board containing the same information required by the State. This report will be available to the public upon request.

Amendments to Policies

These policies may be amended at any time by a majority of the board members present at a regular meeting of the Board of Trustees for the Clear Creek County Library District, provided such amendments have been submitted to the District Board members prior to the District Board Meeting.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004, and amended February 21, 2006, and December 3, 2013.

CLEAR CREEK COUNTY LIBRARY DISTRICT
1-4 BOARD OF TRUSTEES CONFLICT OF INTEREST POLICY

Any conflict or potential conflict of interest on the part of any trustee or a member of his or her family shall be disclosed by the trustee to the President of the Board at or prior to the time the matter regarding the conflict or potential conflict is under consideration by the Board of Trustees. The trustee shall disclose the nature and extent of any such conflict or potential conflict as the President of the Board shall reasonably require so that the Board of Trustees may reach an informed decision. No trustee shall vote on any matter under consideration at a meeting of the Board of Trustees in which such trustee has a conflict of interest, but the presence of such a trustee may be counted in determining whether a quorum is present.

This policy shall also apply to all members of all committees of the Board of Trustees and such members of committees shall disclose any conflicts or potential conflicts of interest to the Chairman of the committee. The Chairman of each such committee shall report any conflicts to the Chairman of the Board, along with the actions taken regarding the matter.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on February 21, 2006.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
1-5 BOARD ATTENDANCE POLICY**

Except in the event of an excused absence, each member of the Clear Creek County Library District Board of Trustees is expected to attend each regular or special meeting of the Library Board. The Secretary of the Library Board shall maintain a record of members' attendance via the minutes.

Definition of a Board Attendance Problem

A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

1. The member has three un-excused absences in a row.
2. The member misses five board meetings in a twelve-month period.

“Un-excused” means the member did not call ahead to the District Library Director or Board President before the upcoming meeting to indicate they would be gone from the upcoming meeting. In an emergency situation, the member will be considered excused if he or she promptly notifies the District Library Director or Board President.

Suggested Response to a Board-Attendance Problem

If a board-attendance problem exists regarding a member, the Board President will promptly contact the member to discuss the problem and bring it to the board as a whole, if necessary, at the next regular meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, the Board President will call the member and ask for a letter of resignation.

Attendance alone will not be used to determine whether or not a board member is retained on the board. Unique skills or benefit to the board and/or District, work performed outside of board meetings on behalf of the District, BAC considerations (such as availability of other representation), and unusual circumstances should also be considered.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on March 10, 2009, and amended on May 8, 2012.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
1-6 BOARD REMOVAL POLICY**

Reasons for Board Member or Committee Member Removal

A board member may be removed for the following reasons:

1. Moving of Primary Residence outside of the Clear Creek County (i.e. the Board Member lives outside the county for six months or more in a 12-month period).
2. Unreported and/or unresolved conflict of interest.
3. Three un-excused absences in a row.
4. The member misses five of the total number of board meetings in a twelve-month period, unless the Board Member has a temporary issue that can be addressed in a reasonable amount of time, as adjudged by the remaining members.
5. Behaving in a manner deemed by a majority of the Board to be detrimental to the Library District.
6. Repetitive disruptive conduct by the member resulting in the inability of the Board to conduct business
7. Inappropriate or unprofessional conduct in the community when engaged in Board activities
8. Violation of the Board's "Statement of Ethics"
9. Demonstration of a lack of interest in the Library and/or the Board.
10. Violation of a statute or ordinance, which results, or could result, in serious damage to the Library's property or interest.

"Un-excused" means the member did not call ahead to the Library Director or Board President before the upcoming meeting to indicate they would be gone from the upcoming meeting. In an emergency situation, the member will be considered excused if he or she promptly notifies the Library Director or Board President.

Attendance alone will not be used to determine whether or not a board member is retained on the board. Unique skills or benefit to the board and/or District, work performed outside of board meetings on behalf of the District, BAC considerations (such as availability of other representation), and unusual circumstances should also be considered.

If a problem exists regarding a member, the Board President will promptly contact the member to discuss the problem and/or bring it to the Board as a whole, if necessary, at the next regular meeting. In that meeting, the Board will decide what action, if any, to take regarding the board member's future membership on the Board. If the Board decides to terminate the board member's membership, the Board President will first ask the member for a letter of resignation.

An affirmative vote by a simple majority of the board shall be required to remove a trustee according to the criteria set forth in this policy, and to determine whether disclosed conditions or circumstances may present a mutually preferred alternative corrective action.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on May 8, 2012.

Clear Creek County Library District 1-7 Public Participation Policy

Scope

This policy applies to meetings of the Clear Creek County Library District Board of Trustees. The Building Advisory Committees may choose to make their own meeting policies or guidelines, which should adhere to state law.

General Policy

It is the general policy of this Board that every meeting shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies and thereby influencing public policy. The Clear Creek County Library District Board of Trustees adopts the following general policy guidelines in accordance with the Open Meetings Law as outlined in Colorado Revised Statutes Section 24-6-402.

Public Participation at Meetings

It is the policy of the Board to invite audience participation during the public comment portion of the agenda set aside for this purpose. From time to time, a public hearing will be set for the discussion of specific agenda items.

Time is reserved for “public comment” at every regular meeting of the Board, as specified on the agenda for such meeting. During public comment, interested persons have the opportunity to address the Board and express their opinions on matters that are not on the agenda or matters that are on the agenda but are not subject to a public hearing. Public comments on any matter that is the subject of a public hearing at the current or a future meeting may only be made during such hearing. Public participation at a Board meeting is limited to the public comment or public hearing portions of the meeting. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board.

The total time reserved for public comment at each Board meeting is 30 minutes. Each speaker shall be allotted 5 minutes. The presiding officer may reduce this time if more than 6 people have signed up to speak; however, each speaker shall be allotted an equal amount of time. When multiple speakers indicate a desire to speak on the same issue, the presiding officer may ask that speakers designate two or three people to speak for the group. The presiding officer shall have the authority to extend the amount of time for public comment.

Any person planning to address the Board shall sign up to speak prior to the beginning of the meeting. Letters may be submitted to the Board on behalf of other people not in attendance, but they shall not be read during the meeting.

Speakers shall address their comments to the Board as a body, not individual Board Members, District staff, or other members of the audience.

Board Response

The public comment portion of the meeting is intended to give members of the public an opportunity to bring matters of concern to the Board's attention. It is not intended to provide a dialogue between the speaker and the Board, District staff, or other members of the public. Board Members will listen to and take the remarks of the speaker under advisement. The issues raised by the speaker may be placed on a future agenda for discussion or action by the Board, as determined appropriate by the Board.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or make a decision regarding any subject that is not included on the agenda posted with notice of the meeting.

The presiding officer shall have the authority to request that the Library Director ensure that the appropriate staff member follow up with an individual speaker regarding the information or concern presented during public comment.

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, such person shall be referred to the appropriate policy to seek resolution.

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may ask the person to leave the meeting.

Alternative Methods of Participation

The District may make other methods of public participation available, including via mail, email, and online participation. The Board may occasionally use citizen committees, panels or surveys, if appropriate. Access to other methods of participation may be made available through the library's website.

Rules and Procedures for Public Participation

Consistent with the foregoing policy, the Board has established the following rules and procedures for public participation at meetings:

1. The following statement shall be read by the presiding officer at the beginning of the public comment portion of the meeting.

We are now at the scheduled time on our agenda for public comment. The Board wishes to hear your thoughts and concerns. As per Board policy, all speakers must have signed up prior to the start of the meeting.

The Board asks the audience to refrain from responding to the speaker's comments, including cheering and applauding, so that all Board members can focus their attention entirely on the speaker.

Although the Board may ask clarifying questions, please be reminded that the Board cannot respond directly to any comments made this evening.

Tonight, if we have individuals signed up to speak, each person will have five minutes for his or her public presentation.

If you wish to speak, please sign your name and address on the sign-in sheet.

A speaker who signs up to address the Board shall:

2. Be acknowledged by the presiding officer before publicly speaking;
3. State his or her first and last name and the intended topic;
4. Address the Board only on matters relating to the District;
5. Speak for no more than five minutes, unless otherwise provided by the Board in accordance with the District's policy;
6. Not accrue time from another speaker;
7. Not use profane or vulgar language during his or her presentation;
8. Not make personal attacks against any person;
9. Remain in the area designated for speaking during his or her presentation; and
10. Address their comments to the Board as a body, and refrain from directing questions or comments to individual Board members, District staff, or members of the audience.

The presiding officer shall have the authority to suspend the speaker's time if he or she does not comply with the listed procedures.

This policy adopted by resolution and approval of the Board of Trustees of the Clear Creek County Library District on Aug. 9, 2016.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
EMPLOYEE POLICIES & JOB DESCRIPTIONS**

CLEAR CREEK COUNTY LIBRARY DISTRICT
2-1 EMPLOYMENT POLICY

Personnel Manual

~~The Clear Creek County Library District is contracting with Clear Creek County through an Intergovernmental Agreement for Human Resource and Payroll services and has adopted the Clear Creek County Personnel manual and policies. The Library District will follow the county's established wage compensation schedule.~~

~~This policy adopted by resolution and approval of the Board of Trustees of the Clear Creek County Library District on January 13, 2004.~~

Obsolete with adoption of our own employee handbook dated 01-01-2009 and subsequent amendments.

CLEAR CREEK COUNTY LIBRARY DISTRICT 2-2 INTERVIEWING AND HIRING POLICY

The Library Director shall be hired by the District Library Board of Trustees.

All other applicants for any Library District position – from Branch Librarian to Substitute Library Clerk -- must be interviewed by at least two interviewers -- the Branch Librarian and at least one other person such as another Branch Librarian, the Library Director, or a member of the District Library Board of Trustees. The same interviewers should be present for all interviews for a position.

Interviewing and Hiring Procedures

- All prospective employees, including those who are seeking substitute positions, will fill out an application and/or send in a resume stating his or her qualifications.
- At the Library Director's discretion, an existing position with more responsibility, pay, hours, or benefits may be filled internally without going through the interview process.
- All other applicants must go through the interview process to be considered for the position, including those hired for substitute positions.
- Applicants are generally asked similar legally-permissible questions, although different follow-up questions based on answers are acceptable.
- Interviewers should take notes about the candidates' responses.
- Applicant references should be checked.
- All applicants given interviews who are not hired should be contacted, either by letter or by phone, within a reasonable time frame, to be told they did not get the position.
- Children, spouses, and other family members should not be hired as regular members of the staff. Unless a position is filled internally, and except for substitute positions, job vacancies are generally advertised to the general public to guarantee the best pool of applicants.
- Prior to the interview, all interviewers should review the job description.
- Applications should be screened to ensure that those interviewed have the basic qualifications for the job. Those who do not have the minimum stated qualifications should not be interviewed. If there are no people with the minimum qualifications, the position should be advertised further before less qualified applicants are interviewed.
- The Branch Librarian or Library Director should document all aspects of the hiring process, including who is present for each interview, and keep all notes taken during the process.

After Hiring

The Library Director or designee shall process each new employee, using the New Employee Checklist to ensure that all required documentation is collected, and that all employees are given documentation such as the Employee Handbook and Compensation Plan (when appropriate).

This policy adopted by resolution and approval of the Board of Trustees of the Clear Creek County Library District on August 12, 2008 and amended on August 11, 2015.

CLEAR CREEK COUNTY LIBRARY DISTRICT 2-3 VOLUNTEER POLICY

A “volunteer” shall be considered as any individual, 16 years or older, who assists with work done at the Clear Creek County Library District, without remuneration. Exceptions to the age requirement may be made by the Branch Librarian.

A “student intern” shall be considered as any middle school, high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit. Individual Boy Scouts working on advanced awards are also classified as student interns.

A “community service worker” shall be considered any person assigned to volunteer work at the library by a county or state agency in order to help repay a “debt to society.” No community service worker shall be assigned without the approval of the Branch Librarian, and no community service worker shall be authorized if convicted of a violent or sexual crime or a crime against a child.

The Library District may conduct background checks on adult volunteers. Exceptions may be made for special events (examples: book sale room shifts held during special sales or Friends of the Library after-hours events) with Branch Librarian approval or for school district employees, who have passed background checks. Volunteers with known criminal records of burglary, theft, fighting, sexual misconduct or any felonies will not be placed for service in the Library District. Volunteers who refuse permission for background checks, if requested by library staff, will not be assigned positions.

Use of Volunteers, Interns and Community Service Workers

The Library District shall use the services of volunteers, interns and Community Service Workers to:

- Serve the public through providing quality public service. Examples include: shelving books, processing new materials, storytelling, helping to prepare for programs, discarding materials, yard work, maintenance tasks, etc.
- Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
- Staff or support fundraising activities sponsored by the Library Foundation.

The Library District shall make use of the services of interested volunteers to supplement and not replace the work done by library staff. Volunteers shall not be left “in charge” of a library or floor of the library.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer, intern or Community Service Worker and the Clear Creek County Library District. Both the volunteer and the Library District have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Volunteers are not employees, The Library District will NOT provide any medical, health, accident or worker's compensation benefits for any volunteer, intern or Community Service Worker. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Hours of volunteer service are determined after a discussion with the supervisory staff and the volunteer. We request that volunteers arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work is completed within normal library hours. Exceptions may be made by the Branch Librarian.

Recruitment and Supervision of Volunteers

Volunteers and student interns will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment shall be the responsibility of the Branch Librarian.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers. The Branch Librarian is ultimately responsible for the training of volunteers.

There will be no formal evaluation process for volunteers.

Student interns are often given a specific project to complete, and often require a greater amount of staff time. Therefore, the Branch Librarian should carefully evaluate a proposed project before accepting an intern. Participation in student internship programs shall be considered a privilege which may be revoked at any time by the Branch Librarian. All schedules will be worked out between the student intern and the supervising librarian and should not conflict with school schedules.

A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the student intern is accepted. The supervising librarian will follow this schedule and report student progress to the representative.

Recruitment and Supervision of Community Service Workers

Community Service Workers volunteer for reasons ranging from working for food stamps to working off a portion of their property taxes to atoning for crimes. They deserve the same level of respect as any other volunteer at the Library.

The Branch Librarian maintains a good working relationship with local and state agencies in order to recruit good Community Service Workers. The Branch Librarian acts to make sure the library is an appropriate place for the worker before approving the placement.

Placement at the Library and serving the community is a privilege, and the Branch Librarian can revoke it at any time. The agency that placed the worker should be contacted immediately if this happens. Upon request of the agency placing the community service worker, the branch librarian may make general statements about the job performance of the volunteer (Examples: The worker performed the duties he was asked to perform, or The worker showed up and worked the first day but did not come in on subsequent dates.)

Community Service Workers should be carefully supervised at all times – they should never be left alone in the Library or on the floor. The Branch Librarian is responsible for training and supervision, and should work out a schedule with the CSW.

The Branch Librarian and other library employees should be aware that the person is a Community Service Worker, but should respect the privacy of the worker by not advertising it to the general library public.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on August 12, 2008, and amended August 11, 2015.

CLEAR CREEK COUNTY LIBRARY DISTRICT
2-4 EMPLOYEE BACKGROUND CHECKS

Because our employees have daily interaction with children, criminal background checks shall be conducted prior to employment and periodically thereafter.

During the hiring process, applicants shall be asked to sign the Fair Credit Reporting Act Disclosure and Authorization form, and the Library District will abide by the reporting requirements outlined in the FCRA.

If adverse information arises on a report after an employee has been hired, the District Library Board may take action up to and including termination of employment.

This policy was adopted by resolution and approval of the Board of Trustees of the Clear Creek County Library District on August 12, 2008 and amended on August 11, 2015.

CLEAR CREEK COUNTY LIBRARY DISTRICT
2-5 COMPENSATION REVIEW POLICY

The Clear Creek County Library District intends to offer competitive or at least similar pay to the Denver-Boulder area, as this is where we draw our most skilled employees from.

The Library Director will update the Pay Practices Market Analysis yearly in order to mark trends and avoid reacting to spikes or dips in pay in particular positions.

Every three years, the Library Director will review job descriptions to see if they continue to match the positions, update the market analysis, and bring recommended changes to the pay ranges to the District Board.

The Library Director may recommend that a position be given more or less pay, depending on the merits of the position. For example, a position held by 6 full-time people might be recommended for a higher range increase than a full-time position held by 5 part-timers if the Library Director feels that the pay would still be fair for the part-timers, and that market conditions in our area do not require an increase.

This policy was adopted by resolution and approval of the Board of Trustees of the Clear Creek County Library District on May 12, 2009.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
FINANCIAL POLICIES**

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-1 ACCOUNTING POLICY

The Clear Creek County Library District will maintain accounting systems according to generally accepted accounting principles.

Fund Accounting

The Library District has one Library Fund with sub-accounts that include a reserve account. If necessary, the District may add a Capital Fund.

The Library District maintains records about the Library Fund and issues checks, sets the budget, approves the payment of vouchers, and keeps records of its own using a software accounting program.

The Library Director is responsible for the upkeep of records and will maintain computer records for the District and make any corrections to posting errors. The Library Director will make regular reports about expenditures and corrections to the District Library Board.

The Library Director will consult with the Clear Creek County Budget Officer, or a Certified Public Accountant, about accounting issues. The County records and the District records are open to public inspection by anyone who is interested.

Audit

The District's records will be audited annually, as required by law.

The Library Director manages and coordinates the audit process and arranges access to all records. The audit required for any federal or state grants is included with the audit of the Fund if the grant accounting is included within the Fund.

Revenues

Library revenues including property taxes, specific ownership taxes, interest payments and other grants and revenues are deposited directly into a Library Fund by the Clear Creek County Treasurer, who is an elected official independent of the Board of County Commissioners. The Treasurer is the custodian of all monies for the library until they are transferred to the Library District checking accounts and expended.

Budget Process

The annual budget process is briefly described as follows (calendar may alter slightly from year to year):

Aug. 25 – County valuation is certified by the assessor.

Sept. 1 – Budget Officer/District Library Director asks each library to submit a budget.

- Oct. 15** – Budget officer must submit a proposed budget to the District Library Board of Trustees (29-1-105). Board must publish a “Notice of Budget” upon receiving proposed budget [29-1-106(1)].
- Oct. 15-Dec.14** – District must have public hearing, adopt budget, certify mill levy to commissioners and adopt a resolution appropriating funds.
- Dec. 10** – Assessor can make change to assessed valuation.
- Dec. 15** – Deadline for certification of mill levy to county commissioners. Local governments levying property tax must adopt their budgets before certifying the levy to the county. This may be done before the deadline date.

Expenditures

Expenditures from the Library Fund are authorized by a voucher committee made up of members of the Clear Creek County Library District Board of Trustees.

During the budget year, the District may amend the budget, change the appropriation or transfer money among Funds, but by law each of these processes cannot be accomplished until a notice is published in the newspaper in advance that the Board is considering these actions.

The budget authorizes the Library Director to expend up to the amount in each budget line item. Items or services which cost over \$5,000 must be approved by the Board before the item or service is purchased. For purchases over \$5,000 which cannot wait until the next Board meeting, the Library Director may request an emergency e-mail vote, the results of which will be discussed at the next regular meeting of the Board.

Library District Checking & Payroll Accounts

Once a month, except in an emergency situation outlined in an agreement with the Clear Creek County Treasurer, the District Library Director (AKA Budget Officer) may request an amount to be transferred into a library checking account for the purposes of paying the District’s bills. That amount may change from time to time with a vote of approval from the Board.

The Library Director may make transfers from the District Checking account into the District Payroll account without obtaining approval from the Board.

The Library Director will not be a signer on any of the District’s accounts. Two signatures are required on Library District checks.

All members of the voucher committee and their alternates will be signers on the Library District accounts.

Facsimile signatures (i.e. stamps) will be acceptable. The Library Director must get approval before using a facsimile signature from the Trustee whose signature will be used.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on February 21, 2006. Amended August 11, 2009, June 8, 2010, and August 11, 2015.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
3-1P ACCOUNTING POLICY -- PROCEDURES**

These procedures may be altered at the discretion of the Library Director without prior approval of the Clear Creek County Library District Board of Trustees.

PROCEDURES

Vouchers

In order for expenditures to be made from the Library Fund, each Branch Librarian will prepare vouchers (requests for payment) specifying the amount, the vendor, and the account number that is to be charged.

- Each Branch Librarian prepares vouchers twice a month according to a schedule and submits them to the Bookkeeper.
- The Bookkeeper enters the information into the computer and prepares a list of vouchers to be paid, a description of the item, and the amount for the voucher committee.
- Two members of the Voucher Committee approve the vouchers by initialing the voucher list and signing the checks.
- The Library Director sends the payments to the vendors and retains the records for future reference.
- Exceptions: At the recommendation of the Voucher Committee, the Board may vote to pre-approve the issuance of checks for some bills, such as regular monthly energy bills, benefits and payroll.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on February 21, 2006.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-2 CREDIT CARD POLICY

At the discretion of the Library Director, District credit cards may be issued to staff. District credit cards may be used for payment of charges in the conduct of official District business. Receipts shall be obtained for all charges incurred on District credit cards. Following a charge transaction, the individual making the purchase will write on the back of the charge receipt the business nature of the charge, the date, who was in attendance (if a meal was purchased), *etc.* Alternatively, a credit card form can be used to document the same information. The District Budget Officer shall develop a standardized reporting format to be used by all individuals who hold District credit cards. This form shall, at a minimum, provide for an itemized description of each charge incurred, indicate that the receipts must be attached and have a section for the document to be approved by the Library Director and the Voucher Committee.

Except in cases where the individual incurring charges is absent from the County, or in such other extenuating circumstances as may be approved by the Board of Trustees, the documentation itemizing charges incurred with a District credit card shall be completed and delivered to the District's Budget Officer before the next voucher period ends or within ten (10) working days of the charges being incurred. For out of town charges, the documentation shall be delivered to the Budget Officer within ten (10) working days after the individual's return to the District. The Budget Officer will match charge documentation to monthly statements, and ascertain that all charges to be paid are properly approved, coded and explained.

District credit cards may only be used by the person to whom the card is issued, although it may be used to pay District expenses of other employees (ex. Conference hotel costs). It shall be the responsibility of the employee to whom the card is issued to ensure that all documentation regarding the charges incurred are completed and approved pursuant to this policy.

PERSONAL CHARGES

Personal charges on the District credit card are prohibited.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on April 21, 2004 and amended on May 8, 2012.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-3 PAYROLL MANAGEMENT

The Clear Creek County Library District contracts with a payroll service, but keeps copies of all payroll records at the Library District office. The Library District maintains personnel and payroll records of its employees according to Colorado law. The Library District and its personnel are not under the authority of the County.

Legal Consultation

The District employs the Mountain States Employers Council for legal advice concerning its payroll policies and records. The Library Director, Human Resource Manager and Branch Librarians are encouraged to use this service whenever questions arise regarding legal issues with employees, their records, or their pay.

Payroll

The District is on a regular payroll schedule. At the beginning of a payroll week, employees submit time sheets to their supervisors for approval. Information on the time sheets includes hours worked and hours of paid time off used (vacation, personal, holiday, etc.). Supervisors send the approved time sheets to the District Library Director, who records the information before sending it on to the payroll service. The payroll service also keeps track of vacation and personal time to each employee's account and arranges for the various withholding payments to be transmitted to their destinations; including state and federal withholding, FICA, credit union, retirement plan and optional insurance policies.

The following additional technical functions are part of the payroll system, and are performed by the payroll service:

- Maintenance of a W-4 form;
- Issuance of W-2 forms in January of each year;
- Transmission of payroll reports as required to Social Security, Colorado Dept. of Revenue, etc.;
- Notification of employees of changes in laws and policies which may affect their wages or withholdings.

The Library Director or appointed financial manager is responsible for accounting systems, including internal controls, associated with the payroll function.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on Sept. 11, 2007. Amended August 11, 2015.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-4 INSURANCE PROGRAMS

Property and Liability

The City of Idaho Springs owns the Idaho Springs library building, and the Georgetown Library Association, a 501 (c) 3 non-profit organization, owns the Georgetown building. Each building is leased to the District with the stipulation that the District insure the buildings and its contents. The District provides property and liability insurance.

Workers' Compensation Insurance

The Library District provides Workers' Compensation Insurance. There are strict statutory requirements regarding deadlines within which an employee must file a claim and the insurer determine whether there is workers' compensation coverage. Coverage may be denied if these deadlines are not met. For each workers' compensation claim there is also a required supervisor's investigation report which encourages supervisors to analyze whether the occurrence could have been prevented and improve conditions accordingly.

Errors and Omissions Insurance

As part of the liability policy, the Library District receives Errors and Omissions Directors insurance, which will protect Board Members from being sued for the decisions they make on behalf of the Library District. This insurance extends to coverage for the Building committees.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on April 12, 2005. Amended August 11, 2015.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-5 FOUNDATION POLICY

Each library building shall have its own 501 (c) 3 non-profit foundation, separate from other library buildings. The Library Director, branch librarian, designated District employee, or a Building Advisory Committee (BAC) member, shall attend every meeting of the foundation, acting as administrator or Agent of Record.

Each library BAC shall establish its own policy regarding how it interacts with its building foundation. Although the BAC can make no policies regarding how a private foundation operates, the BAC policy must include the following:

- The foundation is responsible for its own governance and for maintaining its own bylaws and nonprofit status.
- The foundation is responsible for abiding by all local, state and federal laws governing foundations.
- The foundation is responsible for obtaining any insurance, sales tax, business or other licenses required for its own operation.
- The foundation is responsible for its own financial management.
- The District Board and/or the Building's Advisory Committee have the right to refuse any gift offered by the foundation.

In addition:

- The Building Advisory Committee members may also comprise the foundation board membership. If the foundation decides to change this, the District Board would appreciate being informed prior to the change being agreed upon so the boards can discuss the ramifications.
- The foundation's only purpose will be to benefit the library.
- All money from donations, endowments, grants, overdue or lost material fines, used book sales, product sales (example: book bags), refunds under \$250, copy machine income and other miscellaneous income shall be funneled through the foundation unless specifically forbidden by law or in writing by the donor and as long as a designated District employee or the building's branch librarian serves as the foundation's administrator/officer of record/registered agent.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on Sept. 12, 2005 and amended on March 10, 2015 and Feb. 9, 2016.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-6 VOUCHER POLICY

All vouchers will be submitted to the bookkeeper and voucher committee for payment in a timely manner.

The fiscal year for the Library District is from Jan. 1 to Dec. 31.

If a bill for a previous fiscal year comes in after the fiscal year ends, it will be submitted as soon as possible. Directors will urge vendors to submit invoices in a timely manner.

Bills for the previous fiscal year may be submitted NO LATER than the last voucher run in February. The District Director may announce an exception to this due date.

If an exceptional occurrence takes place and a bill for the previous fiscal year cannot be submitted by the second voucher run in February, the Library Director may submit a "placeholder" bill, requesting that "an amount not to exceed \$____" be reserved for the bill, along with an explanation of what the purchase is and why the bill is so late.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on May 9, 2006.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-7 FACSIMILE SIGNATURE POLICY

The District Library Director may use a stamp with the signature of a Board of Trustee to sign employee paychecks or vendor checks only if the Board Member approves the use of his or her signature stamp in advance.

The Director will get permission to use the stamp in writing, either via e-mail or fax. If permission can only be received by phone, the Director will get permission in writing as soon as possible and will keep a log of the requests.

The Director will report the use of a facsimile signature at the next Board of Trustees meeting, so that permission and use will be documented in the board minutes.

Signature stamps will be kept in a locked, secure place. Only the District Director should have access to the signature stamps.

Only those Trustees who so desire will have a signature stamp made. The signature stamp will be the property of the Trustee, and the Trustee may revoke the use and request that the stamp be returned at any time. When the Trustee leaves the voucher committee or is no longer a check signer, the signature stamp will be returned to the Trustee.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on May 9, 2006. Amended August 11, 2015.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-8 ACTIVITY ACCOUNT POLICY & PROCEDURE

This policy was deleted by motion of the board on Oct. 14, 2014, and superseded by policy 3-5.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-9 TUITION ASSISTANCE POLICY

Who is Eligible?

Employees who are regularly scheduled for 20 hours or more per week, are eligible to apply for educational assistance in the form of tuition reimbursement to improve work-related skills. The employee must have at least one year of service with the District before beginning the course. Exceptions may be made to the one-year requirement only when District staffing needs are urgent, at the discretion of the Library Director. When a staff member's length of service moves to the next benefit level, they will receive the increased benefit coverage with the approval of their next tuition reimbursement form, or at the start of their next course.

What is Eligible for Reimbursement?

Educational programs that qualify for tuition reimbursement consideration are Master of Library Science (MLS) degrees (learning institution must be accredited by the ALA for MLS programs) and technical certifications. Other undergraduate or graduate degrees will also be considered. All approved classes/programs must be directly related to the staff member's current position and/or documented future career goals with the District.

What are the Requirements?

All classes and course work must be completed on the staff member's own time (not during work time), unless it is a job-related assignment approved by the employee's supervisor. Scheduling issues should be negotiated between the staff member and her/his supervisor before the start of each course. Tuition reimbursement recipients must present documentation showing that each course was satisfactorily completed with a "B" grade or better. The tuition reimbursement recipient will be expected to pay tuition costs to the educational institution, and then receive reimbursement upon satisfactory completion of the course. Federal taxes may be applied to any reimbursement funds awarded to the staff member, per current IRS regulations.

What is the Process?

In the event that there are multiple requests for tuition reimbursement funds, they may be awarded to staff through a competitive application and possibly an interview process. Budget considerations, District staffing needs, seniority and quality of applicants will be considered in determining who will receive tuition reimbursement each year. Also, the supervisor of the staff member who is seeking tuition reimbursement will be consulted regarding the staff member's current performance level before the application will be considered.

Funding

Tuition reimbursement funds will be approved for the budget year only. The District will only reimburse tuition fees that are not covered by any scholarship fees. Tuition

reimbursement recipients must submit an application for approval prior to each course for which tuition will be sought.

Benefit levels (to be paid up to the yearly cap amount - see below for more details):

1. 1 to 2 years of service: The District will pay 25% of tuition.
2. 2 to 3 years of service: 50% will be paid.
3. Over 3 years of service: 75% will be paid.

All approved tuition assistance funds will carry a reimbursement cap for the calendar/budget year. The amount may vary from year to year, based on budget considerations. The cap amount will be announced to all applicants annually.

The Library Director may choose to discontinue funding for an employee at her own discretion for a variety of reasons ranging from employee performance to budget uncertainties. If the employee meets the grade requirements, any courses which have previously been approved and have already started will be paid. If a course has not started yet, the Library Director will notify the employee in writing that the course will not be funded. The employee can then decide whether or not to pay for the course out of pocket. The employee can appeal the decision to the Library Board.

Tuition Assistance applications are more likely to be funded if the application is received in a timely manner. Once the Staff Development funds for the year have been spoken for, no more applications will be considered.

Please contact the Library Director if you have questions, or see your supervisor.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on May 8, 2012 and amended Dec. 4, 2012.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-10 TRAVEL REIMBURSEMENT POLICY

The Clear Creek Library District reimburses approved travel expenses such as mileage, meals, lodging and other expenses as they are necessary to meet the objectives of the work-related trip approved by the Library Director or Branch Librarian.

Travel

Mileage will be reimbursed at the current IRS rate, published at www.irs.gov. Expenses incurred during overnight travel such as attending conferences are reimbursable. Hotel and airfare will be reimbursed for actual costs incurred. The Library District will reimburse employees up to the economy rate for airfare.

If the cheapest method for an employee to travel is to fly and get a rental car at the destination, and the employee prefers to drive, the employee may be reimbursed for the cheapest economy airfare and rental car available, plus mileage to and from the nearest airport. These rates, along with comparisons, should be looked into and printed out as soon as the need for upcoming travel is known or at least 30 days in advance except in special circumstances. All other travel expenses, including extra nights spent in hotels along the way, extra meals and incidentals, and extra time are not reimbursable by the Library District. The employee must have enough PTO accrued for the extra time this choice requires.

Meals and Incidentals

Actual expenses for meals and incidentals will be reimbursed up to \$46 per day or the Per Diem rate for that area as set by the Federal General Services Administration, whichever rate is greater. Per Diem rates can be found at the following website: www.gsa.gov. The Per Diem for travel days is always at a 75% rate and doesn't matter what time of departure or return. Employees are not eligible for meal reimbursement for any meals that are included in the registration.

Time Worked

Time spent by an employee traveling as part of the employee's principal activity, such as travel to and from training during the workday, must be counted as hours worked. All time spent in travel away from home with a return to home in the same day is considered compensable time. All employees will be paid to attend staff meetings and in-District training sessions. If the travel time to the District meeting or training exceeds your normal travel time to work, then you should count the excess travel time as time worked. No overtime or compensatory time is authorized for training days.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor.

Adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 28, 2012.

CLEAR CREEK COUNTY LIBRARY DISTRICT
3-11 FRIENDS OF THE LIBRARY POLICY

The Board of Trustees of the Clear Creek Library looks upon Friends organizations of the Idaho Springs and Georgetown libraries as extremely worthwhile community organizations which greatly benefit the Library. The Friends purpose is to benefit the Library by raising extra funds, sponsoring programs, cultural events and exhibits, and raising community awareness of the Library.

The Board of Trustees acknowledges that the Friends of the Library are separate and apart from the Library, and that the Friends of the Library organizations within the District have their own Boards, goals, and purposes.

In order to maintain open communication between the Library Board of Trustees and the Friends group, the Library Director will appoint a liaison for each Friends organization, and a Friends member is encouraged to apply for a position on each Building Activity Committee.

Friends organizations are distinct and separate from the Library and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Clear Creek Library District, the Idaho Springs Public Library, or the John Tomay Memorial Library without written approval of the Library Director or Board of Trustees president.

Because the Friends is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any action on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends' activities. Library staff, with permission of the Library Director, may perform Friends' computer tasks, computer printing, or copying as assigned by the Library Director or Branch Librarian.

As necessary, the Library Director will develop procedures for working with the Friends organizations.

Operating expenses of the Clear Creek Library District are provided through allocation of tax monies which are reviewed by an independent internal auditor. Friends' funds and Library funds shall not be co-mingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends.

Complete advance information regarding all Friends of the Library projects and public relations programs on behalf of the Clear Creek Library District or any of its branches shall be provided to the Library Director. The Library Board of Trustees acknowledges that neither the District nor its employees supervises the public relations programs of the Friends of the Library, but the Library reserves the right not to participate in any public

relations project or program. Projects and public relations programs adopted by the Friends shall not be part of the budget of or funded by the Clear Creek Library.

Adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on January 14, 2014.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
COLLECTION DEVELOPMENT POLICIES**

CLEAR CREEK COUNTY LIBRARY DISTRICT
4-1 COLLECTION DEVELOPMENT POLICY

Selection of Books and Other Materials

The authority for the determination of policy to guide the selection and acquisition of library materials is vested in the individual Building Committees. Each Building Committee should have a Collection Development policy which meets the needs of its patrons.

Controversial Issues

Each library has a responsibility to keep on its shelves a representative selection of books on all subjects of interest to patrons, including books on all sides of controversial issues.

Complaints

The Library will consider patron objections to material in its collection only when the objections are submitted in writing. The policy for handling complaints is left up to the Building Committees at the library where the complaint is made. Decisions of Building Committees may be appealed to the District Library Board of Trustees only after the matter has been completed by the Building Committee and Branch Library Director.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004.

CLEAR CREEK COUNTY LIBRARY DISTRICT
4-2 GIFTS, DONATIONS AND MEMORIALS POLICY

Monetary Gifts

Monetary gifts made directly to the library system are expensive to handle, expend, and track. Therefore, the Library Board encourages potential donors to make their gifts to a branch library foundation or to Friends of the Library groups. These gifts will enhance the Library systems' services and programs.

Monetary gifts may be unrestricted or designated as memorials or tributes to honor a friend or relative. Donors of funds may suggest specific furniture, equipment, or art work, as well as subjects or titles of collection materials to be acquired with their donation. However: the Library reserves the right of final selection in order to meet either the space, utilization, and design criteria of a particular building or the criteria of the Collection Management Policy. Special shelves or sections for collection materials are not possible given space and service considerations. Library staff will place selected materials in relation to other materials in the collection for the best use by the public.

Gifts of Books and Other Materials

Gifts of books and other materials may be made directly to the Library. The Library will not accept materials that are not outright gifts, and reserves the right, as conditions change, to assign any of its materials wherever the need is the greatest. In most instances, the books or materials will be assigned to the library where they are received.

All gifts must be in usable physical condition. Because of limitations of space, money, and staff, the Library reserves the right to accept or discard, at its discretion, any materials given to the library. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.

The Library makes every effort to dispose of any gift materials it cannot use to the best advantage, such as through sales or recycling.

The Library does not provide appraisals of gifts or potential gifts.

Acknowledgment of Gifts

The Branch Librarian will acknowledge all monetary gifts and significant gifts of materials.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on

CLEAR CREEK COUNTY LIBRARY DISTRICT
4-3 PURCHASING, SELLING AND RETAINING MATERIALS POLICY

Scope of Policy

This policy acts to restrict Library staff in the procurement of goods and services. Purchases of goods and services for the Library shall be subject to the requirements and restrictions in this policy. No purchases of goods and services for the Library may be made in a manner that violates this policy. This policy does not apply to the following:

- Goods or services accepted by grant, gift, or bequest;
- Real property, insurance, title abstracts, or title insurance;
- Dues and memberships in trade or professional organizations;
- Subscriptions for periodicals;
- Advertisements;
- Postage;
- Petty cash purchases;
- Water, sewer, and electrical utility services;
- Copyrighted materials, patented materials, art and artistic services;
- Employment agreements; employment benefits;
- Fees and costs of job-related travel, seminars, registration and training; and
- Agreements between the Library and nonprofit organizations or governmental entities that include the procurement, transfer, sale or exchange of goods or services.

Purchases of the items described above may be undertaken by such Library staff as the Library Director may designate from time to time.

Purchasing

All purchases of supplies, materials, equipment or services for the library shall be made by the Branch Librarian or by other library personnel in accordance with purchase authorizations issued by the Branch Librarian and/or Building Committee.

For purchases over \$250, a second bid must be obtained if the seller is a member of the Library Board, a library employee, or family member of the above. In general, purchases from Library Board members, library employees and family members should be avoided – it is not prohibited since it is not always possible in a community of this size.

Every contract for purchase of supplies, materials or equipment for more than \$2,000 shall require the prior approval of the Library Board; and under no circumstances may such contract or purchase be made without first obtaining the approval of the Library Board. In the event of an emergency, the District Library Director may authorize a purchase upon consultation with the President of the Library Board.

Delayed Billing

Except in an emergency authorized by the Library Board, no more than \$1,000 TOTAL may be purchased under delayed billing plans that defer payments until the next budget year.

Competitive Bidding

The Clear Creek County Library District gives preferential consideration, when purchasing supplies and/or services through the competitive bid process, to the vendors and contractors of Clear Creek County whose property taxes directly support the Library District.

The Library District does not have to select the lowest bid when other considerations are present.

The following may be purchased without giving opportunity for competitive bidding:

Purchases under \$1,000.

Supplies, materials or equipment which can be furnished only by a single dealer, or which have a uniform price whenever bought.

Supplies, materials or equipment purchased from another unit of government at a price deemed below that obtainable from private dealers.

Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the State Corporation Commission or other government authority.

Supplies, materials or equipment when purchased at a price not exceeding a price set therefore by the state purchasing agency or any other state agency hereafter authorized to regulate prices for things purchased by the state (whether such price is determined by a contract negotiated with a vendor or otherwise).

Services of a professional nature, such as engineering, computer, architectural, legal, medical, insurance and certified public accountant.

Books, other collection items, and binding, which are purchased at the best discount available consistent with service, date of delivery and other pertinent factors shall be exempt from competitive bid.

Where proposed equipment and/or services vary, to the extent that sealed bids are not practical detailed proposals, may be accepted in lieu of such bids.

Selling and Retaining Materials

Each Building Committee should determine policies for the disposal and/or sale of surplus materials acquired through donations or de-selection (weeding). Proceeds from the sale of materials should go to the Friends or non-profit organization benefiting the library.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on May 10, 2005.

CLEAR CREEK COUNTY LIBRARY DISTRICT
4-4 RESOURCE SHARING AND COOPERATION WITH OTHER LIBRARIES

Interlibrary Loan

One of the goals of the Clear Creek County Library District is securing for all patrons, regardless of place of residence, social or economic circumstances, equitable access to public library services that will meet informational, educational, cultural and recreational needs. Libraries engage in resource sharing because no single library can meet all of the needs of its community nor can it make available all of the resources and information required by its customers. Libraries need access to the larger range of information available through networks.

Clear Creek County Library District will participate with other libraries by sharing resources and services.

Guidelines

The Library District will provide interlibrary loans and information services to its patrons and to other public libraries and school media on request.

The Library District will actively participate in Interlibrary Loan programs in the state and subscribe to the statewide courier system.

The Library District will participate in the Colorado Library Card program.

When feasible, the Library District will loan its material to other libraries according to agreed upon statewide ILL rules.

Patrons of the Library District will be given priority in the use of materials in the library collection.

Some materials in the library collection may not be loaned, at the discretion of the Branch Librarian.

Borrowing libraries shall pay the lending library for any lost or damaged books out on loan.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on

4-5 LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such 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.

This statement was endorsed and adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004.

4-6 THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We

believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves.

These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the

suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

This statement was endorsed and adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004.

4-7 FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

This statement was endorsed and adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004.

**CLEAR CREEK COUNTY LIBRARY DISTRICT
PATRON POLICIES**

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-1 CIRCULATION POLICY

The Clear Creek County Library District is committed to providing equitable access to materials and to maintaining ease and efficiency in loaning materials. The Library District has a shared catalog, and the same rules apply to all patrons, regardless of the library building used.

To check out items from the library, you must have either a Clear Creek County Library District card or a Colorado Library Card. There is no cost for the first card, but there is a \$5.00 replacement charge for lost or damaged Library cards.

As part of the Colorado Library Card program, people who have library cards from other libraries are eligible to receive a Colorado Library Card account from the Clear Creek County Library District, but they must still be registered onto our system with the same information as local library patrons, including name and contact information. The patron must present their home library card along with one other form of identification, at which point they will be issued a Clear Creek card and will be able to check out items immediately.

Adults must present proof of address and birth date. Proof of address may include items such as a valid Colorado Driver's License or a photo ID along with a letter addressed to that person at their residence. Residents under the age of 18 must have the signature of their parent or guardian.

The Library District has many types of accounts, with different privileges. The accounts include, adult cards, juvenile cards, Colorado Library Cards, Friends of the Library cards, etc. The types, limits and privileges are set by a staff committee consisting of the Library Director and Branch Librarians. Among others, limits can include number of items that can be checked out, length of time items may be checked out, and fine and lost book charges and accruals.

To check out online items, patrons must have a library account in good standing. Library cards are also required to access online databases and resources.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on April 12, 2005 and amended May 8, 2012.

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-2 PRIVACY/CONFIDENTIALITY POLICY

Authority

The Clear Creek County Library District keeps patron transactions in confidence as a matter of policy. This Administrative Policy safeguards the privacy of all library users, regardless of their age or their relationship to the person requesting information. Legal authority for the Confidentiality Policy comes from CRS 24-90-119.

Everyone, regardless of age, is entitled to free, open and equal access to materials and services, including books, magazines, and audio and video recordings.

The Library District supports the "ALA Policy on Confidentiality of Library Records" (adopted January 20, 1971; revised July 4, 1975, July 2, 1986, by the ALA Council), which states:

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

Formally adopt a policy which specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature.*

Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.**

*Note: See also ALA Code of Ethics point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and materials consulted, borrowed, acquired or transmitted."

**Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Library Records

The library will keep records regarding patron usage only as long as it is necessary to keep those records for efficient operation.

Circulation Records – To protect customer privacy, computer records of a patron’s circulation history will be deleted as soon as the material is returned in good condition. If there is a fine, the record will be deleted when the fine is paid or forgiven.

Computer Logs – Sign-up sheets for using the computers will not be kept longer than 30 days unless it is necessary for the efficient operation of the library.

Other – Other patron records, including but not limited to those for Interlibrary Loan, will be kept only as long as necessary for the efficient operation of the library.

Parental Rights

Library staff cannot provide parents and/or guardians with title information from a child’s record unless that child is under the age of 12. A parent or guardian may request all information the library keeps about a child’s circulation record until the child reaches the age of 12. A child over the age of 12 must request his or her own records. Information about overdue books and fines will be sent to the child’s home through the mail and/or in the usual manner.

Picking Up Materials for Other Patrons

Patrons may pick up and check out materials for other patrons. They can also pay fines and fees for other patrons. However, they cannot access title information in the other patron’s account.

Privacy While Using Library Computers Or Materials

The Library District has no control over information accessed through the Internet and is not responsible for the substance or the accuracy of the content. We cannot guarantee privacy when using public computers. The use of the Internet provides access to materials that may be adult in content. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The job of the library is to enable access only.

Staff Implementation

The following information will be placed in the training handbook kept at the circulation desk:

**Privacy Policy
Implementation Procedure**

Procedure for Handling Patron Requests for Protected Information

The staff at the Library District will follow these procedures when a patron requests information that is protected under the above rules:

Suggested procedures include the following:

The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users will explain the policy and, if the patron still requests the information, will refer the person making the request to the Branch Librarian, who shall explain the confidentiality policy.

If necessary, or if served with a legal process, the director shall consult with the Library Board, which will decide whether legal advice is necessary.

If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of *subpoena duces tecum* [bring your records] requiring the responsible officer to attend court or the taking of his/her disposition and may require him/her to bring along certain designated circulation or other specified records.)

Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the appropriate legal officer of the institution.

Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the responsible officer.

These procedures are based on the American Library Association's "Suggested Procedures for Implementing Policy on Confidentiality of Library Records" (adopted by the ALA Intellectual Freedom Committee, January 9, 1983; revised January 11, 1988).

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004.

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-3 INTERNET/COMPUTER POLICY

It is the policy of the Clear Creek Library District to provide free access to library resources and information through physical and virtual materials and technology, including electronic resources, services, networks and computer access in order to meet the informational needs and interest of the patrons it serves and to protect access to diverse ideas.

To protect the patron's right of access, ensure the safety of public and staff and protect library resources and facilities, the Library District prohibits certain activities that in the judgment of library staff constitute unacceptable use of the library, as described below.

Any of the following may result in suspension or loss of library privileges, including removal from the library and/or criminal prosecution or other legal action. Unacceptable use of library technology and resources includes, but is not limited to:

- Theft, damage or destruction of library property, including, but not limited to, books and other library materials, software or hardware components of a local or remote computer or computing system, and/or use of programs that infiltrate a computer or computing system, including uploading of any harmful form of programming, vandalism, hacking, and the production or use of malware or spam.
- Violation of the legal protection provided by copyright laws and licenses for print, electronic, video or digital resources, programs and data, including downloading or transmitting confidential or trade secret information or plagiarized material.
- Assuming the identity of another person without the explicit authorization of the other person, including, but not limited to, seeking information on, obtaining copies of or modifying files, data or passwords belonging to other users of the Library District's electronic resources.
- Viewing or downloading visual material that by local community standards would be considered obscene. While your standards may differ, these are public computers in a public place and can be seen by other library users, including children.
- Illegal activities in violation of federal, state or local laws, including illegal use of electronic resources or material that condones illegal actions or provides instructions for committing illegal acts.

The Library District reserves the right to restrict the use of computers, tablets and other computing devices based on age in areas designated for teens and children at certain times of the day at the discretion of the Branch Librarian. Restrictions may be posted on these computers and be in effect during all hours of library operation, or may be imposed on occasional bases.

The Library District has no control over information accessed through the Internet and is not responsible for the substance or the accuracy of the content. We cannot guarantee privacy when using public computers. The use of the Internet provides access to materials which may be adult in content. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The job of the library is to enable access only.

The Library District reserves the right to ask any person who is not complying with posted restrictions to stop using the computer, and if that person does not comply, to leave the library. Internet access is filtered on all Library District public computers, as required by Colorado law, to block access to obscene and sexually explicit materials. The Library District keeps a chart of those items the Internet Filter is supposed to block, and this information is available to the public. The Library District does not assume any responsibility for the accuracy of its Internet filters, as the Library District believes that complete Internet Filtering is not actually possible due to constant changes in the content of the Internet.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on May 8, 2012.

CLEAR CREEK COUNTY LIBRARY DISTRICT

5-4 Patron Code of Conduct

NOTE: A one page version for posting can be found at the end of this policy.

The Clear Creek County Library District is dedicated to protecting the rights and safety of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Without limiting the generality of the foregoing, each person is expected to respect the rights of others and comply with the following Patron Code of Conduct while on library property.

Permitted conduct in the library includes:

- Quiet and courteous use of cell phones
- Small group congregation for social, study or discussion purposes
- Consumption of light snacks and covered beverages
- Service animals
- Smoking in exterior designated areas only

Prohibited conduct in the library includes but is not limited to:

- **Code of Conduct Violations:** violating any Library District Policy, Code of Conduct or rules for usage of materials, computers or other library property.
- **Failure to Comply:** failure to comply with any request or demand of library staff.

The Clear Creek Library District reserves the right to remove any person and/or restrict library privileges of any person whose conduct is deemed by library staff to violate this Code of Conduct. Recurring offenses may elevate the penalty.

Serious Misconduct

The following forms of misconduct are deemed serious and may result in restricting access to all libraries within the Clear Creek Library District system for up to 90 days depending upon the frequency or severity of the incident(s). The age of the patron and any mental disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- **Alcohol/Drugs/Intoxication:** possession or use of alcohol or illegal or recreational drugs or being under their influence.
- **Disorderly Conduct:** disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others; repeatedly questioning, commenting, approaching or confronting staff with questions or comments currently being addressed or previously addressed.

- **Identity Theft:** obtaining, possessing, transferring or in any way using the identifying information of another without that person's consent including using multiple library cards or another person's library card to extend computer use beyond established time periods.
- **Inappropriate Activities:** engaging in activities inappropriate for a public library facility including but not limited to loud social interaction, bathing, shaving, washing clothes, sleeping, gambling, betting or wagering.
- **Misuse of Computers:** utilizing library computers to engage in illegal activities, to gamble, wager or engage in booking activities, or to publicly view sexually explicit or pornographic materials.
- **Inappropriate Attire:** failure to wear appropriate attire, posing a health, safety or sanitary risk that detracts from the enjoyment of the library by others or damages library property.
- **Theft:** concealing library materials or property on library premises, theft or other attempts to convert library property to personal use.
- **Verbal Abuse:** using language, words, expressions, gestures or other behavior that is intimidating, insulting, hostile, loud, abusive, obscene, offensive, rude, vulgar, or demonstrates a lack of civility to others.

Severe Misconduct

The following forms of severe misconduct may carry up to a one year banning penalty depending upon the frequency or severity of the incident(s). The age of the patron and any medical disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- **Physical Abuse:** behaving in a threatening, intimidating or violent manner toward any person, or acting in a manner that creates the potential of physical injury to oneself or others and any form of unwanted touching or other contact.
- **Property Damage:** destroying, damaging, defacing or vandalizing library property on or off library premises or threatening to damage such property in any way.
- **Sexual Misconduct:** engaging in any action that is sexually inappropriate or offensive including but not limited to lewd or lascivious behavior, indecent exposure, sexual battery, touching one's self or others inappropriately or publicly displaying any pornographic or sexually explicit materials whether in photographic, graphic or animated form which does not relate to medical research or would otherwise be considered obscene by local community standards.
- **Threats:** communicating a threat of harm to any person or property including patrons, Library District staff members and security guards.

- **Weapons:** (inapplicable to law enforcement) openly carrying a knife, blade, firearm or other object that could be used as a weapon; carrying a concealed knife, blade or other object that could be used as a weapon; or, carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado.

NOTIFICATION & APPEALS PROCESS

At the recommendation of library staff, the Library Director or designee will issue a letter to the patron specifying the behavior that has violated the Patron Code of Conduct and the penalty for doing so, which may include a banning from all Clear Creek Library District libraries and facilities for the periods specified above.

At the recommendation of the Library Director, the Board of Trustees may ban a patron from Clear Creek Library District libraries and facilities for a period of more than one year if the patron's conduct is deemed an ongoing threat to library patrons or staff.

Any patron banned from Clear Creek Library District libraries or facilities may appeal once in writing to the Clear Creek County Library District Board of Trustees. An appeal petition must be delivered to a Clear Creek Library District library or mailed to the Library Director at: Clear Creek Library District, PO Box 666, Georgetown, CO, 80444 within 15 days of the date of any action taken to ban the patron. The appeal petition must include all of the reasons the patron believes he or she is not in violation of the Patron Code of Conduct and state why the patron cannot comply with any requests of library personnel that would otherwise have allowed reinstatement of library privileges.

The Board of Trustees will issue a written determination of the appealed matter within 45 days of receipt of the petition. The Board of Trustees may uphold the ban, overturn the ban or propose an accommodation to the banned patron. The determination is final and shall have no precedential value. An appeal may not be repeated.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 8, 2004. Amended February 9, 2016, and amended March 8, 2016.

Posting: Patron Code of Conduct

Welcome to the Clear Creek County Library District. We are dedicated to protecting the rights and safety of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Without limiting the generality of the foregoing, each person can help by respecting the rights of others and complying with the following rules while on library property. Thank you for your cooperation.

The following are permitted in the library:

- Quiet and courteous use of cell phones
- Small group congregation for social, study or discussion purposes
- Consumption of light snacks and covered beverages
- Service animals

The following are prohibited:

- Possession or use of alcohol or illegal drugs or being under their influence
- Possession or use of recreational marijuana is not allowed on library property.
- Smoking, use of electronic smoking devices, or use of tobacco or other products in the library
- Disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others
- Using another person's library card or identifying information
- Inappropriate activities such as loud social interaction, bathing, shaving, washing clothes, sleeping, gambling, betting or wagering
- Misuse of computers including illegal activities and publicly viewing sexually explicit or pornographic materials
- Inappropriate attire
- Theft or other attempts to convert library property to personal use
- Language or gestures that are intimidating or obscene or demonstrate a lack of civility
- Violent behavior or any form of unwanted touching or other contact
- Destroying or vandalizing library property or threatening to damage property
- Engaging in any action that is sexually inappropriate or offensive
- Communicating a threat of harm to any person or property
- Carrying an open or concealed weapon of any kind or a concealed firearm without a concealed firearm permit

The Clear Creek County Library District reserves the right to remove any person whose behavior is disruptive, unsafe to the patron or others, or interferes with the use of the library by others in the judgment of library staff.

See the full Patron Code of Conduct Policy for specific violation penalties and appeal process. See also the Animals in Library Policy for information about service animals.

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-5 USE OF LIBRARY AND SPECIAL RESOURCES BY THE PUBLIC

Building Committees should adopt a policy regarding the special use of their facilities, rooms, equipment, and special collections. These policies may not be discriminatory in nature (i.e. race, religion, etc.), however they may be broad in scope (i.e. after-hours use by non-profit or community groups only, for example).

At least one library employee, Library Board or Building Committee member must be present at all after-hours functions.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-6 UNATTENDED CHILDREN POLICY

Children are welcome in our library and we are concerned about their safety and welfare. However, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children when their children are in the library.

Because children develop and mature at different rates, there is no magic age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Library staff must use their judgment and discretion in determining whether or not an unattended child is vulnerable or at-risk.

Library staff members cannot supervise children in the Library.

Unattended Children requiring direct supervision:

Children requiring direct supervision may not be left unattended by an adult or caregiver in any part of the Library. If these children are found without an adult or caregiver, staff will attempt to locate the parent or other caregiver. If the parent or caregiver cannot be located in the building or at home within a reasonable amount of time, the police department (non-emergency number) will be contacted to pick up the child.

Unattended Children not requiring direct supervision:

Children not requiring direct supervision are free to use the Library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members. We respect the privacy of all library patrons and will intervene only when, in the opinion of the library staff, the safety and well-being of a child is threatened. During regular service hours, if Library staff judge that any youth is not coping adequately or is behaving in a disruptive manner, staff will attempt to locate a parent or care giver to pick up the child. If the parent or caregiver cannot be contacted within a reasonable amount of time, the police department (non-emergency number – 303-569-3232) will be contacted for assistance.

ANY Unattended Child at Closing

No Contact made with parent or caregiver:

The Library staff will contact the police department (non-emergency number – 303-569-3232 if staff are unable to reach parents or other caregivers by telephone.

Contact Made, however unable to pick-up child in a reasonable amount of time:

The Library staff will contact the police department (non-emergency number – 303-569-3232) if staff are able to reach parents or other caregivers, but the parent or other caregiver are unable to pick up the child within a reasonable amount of time after the Library closes.

Waiting for Pickup by Parents or Police:

Two Library staff members will stay with the child after closing until the parent or the police arrive. The police should be notified that they no longer need to come if the parent arrives before the police arrive. Under no circumstances is a staff member ever to drive any patron home, adult or child.

In any situation involving youth safety and specifically whenever parents (or other caregivers) or police are contacted, staff will adequately document the incident.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on August 14, 2007.

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-7 ANIMALS IN LIBRARY POLICY

Only Service Animals, as described by state and/or federal law, or animals that are part of an official library performance, are allowed in Clear Creek County Library District facilities.

This policy applies to staff, patrons, performers, vendors, and volunteers before, during and after library hours.

In general, Service Animals are defined as animals that are individually trained to perform tasks for people with disabilities-such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. [Source: U.S. Department of Justice, Civil Rights Division, Disability Rights Section, ADA Business Brief: Service Animals, April 2002.]

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on June 28, 2012.

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-8 MEETING ROOM POLICY

The Clear Creek Library District's meeting rooms are available to community and non-profit groups and organizations for meetings that are educational, cultural or civic in nature.

Use of meeting rooms for Library purposes shall take precedence over all other uses.

In allocating the use of meeting rooms, the Trustees of the Library and Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting room space is not the primary mission of the Library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. No use of meeting rooms that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library buildings or collection will be approved or permitted.

Permission to use a Library meeting room does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting.

All meetings must be free of charge and open to the public. No admission charge, request for donation or items for sale are approved by the Library. No goods or services shall be promoted, sold or exchanged upon the premises or by sample, pictures, or descriptions.

Groups using Library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.

The Building Activity Committee and/or Branch Librarian at each building may set rules and procedures in place governing the use of the building's meeting rooms as long as they do not conflict with this policy.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on January 12, 2014.

CLEAR CREEK COUNTY LIBRARY DISTRICT
5-9 POLICY FOR REQUESTING PUBLIC RECORDS
RESEARCH AND RETRIEVAL

Requesting Public Records

To request public records, please contact the library director, who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District (or inquiries on the District's website or social media sites) will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, include your contact information and preferred method of delivery of the records.

Limitations

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1st Hour	No Charge
More than 1 Hour	\$30/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

This policy adopted by motion and approval of the Board of Trustees of the Clear Creek County Library District on August 9, 2016.