



# POLICY MANUAL

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## POLICY MANUAL INTRODUCTION

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### 1.1 ADOPTION STATEMENT

Policy development in a forward-looking library is a dynamic and ongoing process. New problems, issues and needs can give rise to the need to develop new policies or to revise existing ones.

The Grand County Library District Board of Trustees will periodically revise policies in order to:

- support the Library’s pursuit of its mission
- ensure the efficient operation of the Library District

Herein, the Grand County Library District may be abbreviated as GCLD, the District, or as the Library and the Grand County Library District Board of Trustees as the Board or Board of Trustees.

Reviewed and accepted this 18<sup>th</sup> day of April, 2017

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*Sally Leclair, President*

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*Ann Douden, Vice President*

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*Jim Sloan, Secretary*

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*Marcus Davis, Treasurer*

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*Nancy Knoohuizen, Trustee*

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*Carol Hunter, Trustee*

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## 2 PARTNERSHIPS

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### 2.1 STATEMENT OF INTENT

This policy is intended to encourage partnerships and collaboration between Grand County Library District and other information agencies, both local and state-wide, in the provision of access to a variety of information formats.

### 2.2 COLORADO LIBRARY CARD

Grand County Library District honors the Colorado Library Card from other libraries in Colorado to borrow materials under the resident borrower policies of Grand County Library District.

### 2.3 OTHER COOPERATIVE EFFORTS

Grand County Library District and its staff work cooperatively with other agencies such as Marmot Library Network, Colorado Alliance of Research Libraries (Prospector), Colorado Library Consortium (CLiC), and other community organizations to provide maximum access to resources for the library community.

### 2.4 FRIENDS OF THE GRAND COUNTY LIBRARY

Grand County Library District is supported in its service efforts by the Friends of the Grand County Library 501(c)(3) corporation..

The Friends of the Grand County Library

1. The Friends encourage volunteerism and community involvement in the local libraries, play a vital role in publicizing the Library and its services and are critical to the fundraising efforts of Grand County Library District. The Friends of the Grand County Library receive and disburse some of the memorials, honoraria and donations for the Library; others are received directly by the Library District.
2. The Friends provide funding to the Library for materials, programming and special projects.
3. The Friends activities may be incorporated as Library functions. They may be permitted to use Library facilities and equipment for fundraising purposes.

## 3 PUBLIC SERVICES POLICY

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### 3.1 STATEMENT OF INTENT

The intent of this policy is to establish coherent, universal procedures to guide quality library services.

### 3.2 NON DISCRIMINATION POLICY

Grand County Library District follows an equal opportunity policy without regard to race, creed, color, religion, ethnicity, national origin, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations or marital status. This policy applies to relationships to vendors, use of contractors and consultants, dealings with library patrons and the general public.

### 3.3 REQUEST FOR PUBLIC RECORDS ACCESS

The Grand County Library District (District) Board of Trustees fully supports, and complies with, all Federal and State laws relating to the retention, protection and disclosure of the District records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. (“**CORA**”), the Health Insurance Portability and Accountability Act of 1996 (“**HIPAA**”), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA.

It is the policy of the District that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law. Public records are defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records, subject to certain exceptions. Public records expressly include e-mail communications. The District maintains an archive of all e-mail messages for emergency backup purposes only; such archived e-mail communications are not individually retrievable and are specifically not intended to create a public record. By action of the Board of Trustees of the District, the Director of Finance is hereby designated as the official Custodian of Records responsible for the maintenance, care and keeping of all records of the District. The official Custodian of Records shall have authority to designate such agents as he/she shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this policy. Upon receipt, requests by a citizen, entity, Federal or State agency, District member, subpoena, Administrative or Court Order, or other legal process, to inspect and/or copy any District record (collectively referred to as a “**Records Request**”) should be immediately sent to the Custodian of Records with a copy to the Executive Director

The following are general policies concerning the release of records:

1. Every Records Request shall be submitted to the District's Custodian of Records in writing and be specific as to the information desired
2. If any question arises as to the propriety of fully complying with a Records Request, the Custodian of Records shall immediately forward it to the District's legal counsel.
3. The District's legal counsel shall determine the District's obligations under the applicable Federal and/or State law(s). If the District is permitted to comply with the Records Request in whole or in part, the District's legal counsel will so notify the District's Custodian of Records, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law.
4. If the District's legal counsel determines the District is not permitted by Federal or State law to comply with the Records Request in whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.
5. The Custodian of Records may set the time during normal office hours and the place for records to be inspected and require that the Custodian of Records or a delegated employee be present while the records are examined. Pursuant to CORA, all records must be made available for inspection within three (3) working days, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within the statutory period.
6. A person granted the right to inspect District records will also be furnished copies requested at a cost of \$.25 per page in standard size and format. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires one or more hours of staff time, the District may charge a research and retrieval fee of \$30 per hour, and no charge shall be made for the first hour of time expended in connection with the research and retrieval of public records. Any fee charged for the research and retrieval will be the same for all requesting parties, whether the person requesting the records is an individual, a representative of the media, a public or private entity, or a for-profit or nonprofit entity.
7. Upon request for records transmission by a person seeking a copy of any public record, the custodian will transmit a copy of the record by U.S. Mail, or other delivery service, facsimile, or electronic mail. No transmission fees will be charged to the records requester for transmitting public records via electronic mail. Within three days of receiving the request, absent extenuating circumstances set forth in paragraph 5 above the Custodian will notify the record requestor that a copy of the record is available but will only be sent to the requestor once the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed. The custodian will include an estimate of the costs and fees that will be charged.
8. When practical, the copy, printout, or photograph of the requested record will be made in the place where the record is kept, but if it is impractical to do so, the Custodian of Records may allow arrangements to be made for the copy, printout, or photograph to be made at other



facilities. If other facilities are necessary, the cost of providing requested records will be paid by the person making the request.

This policy shall supersede any previous policy related to records requests.

A copy charge and request form must be filled out. See [APPENDIX B: REQUEST FOR PUBLIC RECORDS](#) and [APPENDIX C: charges for request for public records](#)

### 3.4 TRANSPARENCY

The Agenda for the Regular Meetings of Board of Trustees will provide public access through the gclcd website to the following monthly documents:

Monthly Budget to Actuals, Balance Sheet, Monthly Account Reconciliation and Executive Director Report

### 3.5 ACCESS TO RESOURCES

The Grand County Library District Board of Trustees and the Library staff believe that the right to read and the right to free access to Library resources for all persons of all ages are essential to the intellectual freedom that is basic to democracy. Limitation to a person's access to the broad base of knowledge represented in Library resources is an infringement upon his/her First Amendment rights.

The Library has adopted the Library Bill of Rights, and the Freedom to Read statement of the American Library Association and the Freedom to View statement of the Educational Film Library Association. These statements are considered a part of this Public Service Policy and govern the collection and service of Grand County Library District. [\(See Appendix D\)](#)

### 3.6 ELIGIBILITY FOR SERVICE

Grand County Library District provides library services to the community members and visitors.

Borrowing privileges are extended free of charge to full-time residents, part-time residents, Grand County property owners and Colorado Library Card holders.

Non-residents include all other visitors to our communities. Non-residents may purchase a library card, good for one year, which will allow access to all of the services and collections of the Grand County libraries.

### 3.7 CARDHOLDER RESPONSIBILITIES

Under state law (CRS 24-90-117) the patron is responsible for:

- Returning borrowed materials on time or paying a fine
- Reimbursing the Library for lost or damaged materials

The patron is financially responsible for items checked out on his/her card. If the card is lost or stolen, or if the patron moves, she/he must notify the Library immediately.

A patron in good standing is defined as one who has no outstanding overdue items, fines or fees payable, and who has a record of returning items on time and/or paying fines due when items are late.

### 3.8 REVOCATION OF LIBRARY PRIVILEGES

Use of the Library and its services may be denied for due cause, such as failure to return items or pay overdue-item penalties, destruction of Library property, disturbance of other patrons, or any other objectionable conduct on Library premises.

### 3.9 PRIVACY OF LIBRARY PATRON RECORDS

Under state Library patron records is protected and defined. ([See Appendix E](#))

### 3.10 RULES GOVERNING USE OF THE LIBRARY

The Library staff is responsible for maintaining a safe, orderly and comfortable environment in the Library.

#### **Definitions**

Library—any portion of the Library building or property, or any location in which a Library activity is taking place

Library Staff—any Library employee or Library volunteer

In order to maintain a safe and comfortable environment for the enjoyment of all, we ask that patrons/customers refrain from activities which include, but are not limited to:

- loitering
- placing feet on furniture
- sleeping
- talking on cell phones or any other electronic device
- soliciting
- leaving children unsupervised who may be at risk, vulnerable, or disruptive.

- bringing pets into the Library, other than service animals providing assistance to persons with disabilities
- leaving unattended pets on Library property, tethered or untethered
- harassing or purposefully annoying other persons or staff
- using abusive or obscene language
- viewing obscene material that is offensive to others in the building (obscenity in this document is: anything offensive to community standards of modesty or decency)
- using tobacco, marijuana, alcohol or illegal substances of any kind.
- being disorderly
- committing any acts set and determined to be illegal by local, state or federal law or ordinance

Anyone who violates these rules may be banned from the Library.

These Rules are to be posted prominently in each Library location.

### 3.11 LIBRARY CARDS FOR CHILDREN (AS PER CRS 24-90-119)

The Grand County Library District recognizes the privacy of all Library users, including children. Library staff may not disclose what is checked out on a child's Library card to anyone other than the child. With the child's Library card or account number, the parent may individually review the account in question. With the child's Library card or account number, the parent may individually review the account in question.

A child under the age of eighteen (18) must have a parent's or guardian's signature to get a card. By signing the application for a Library card, the parent or guardian agrees to be financially responsible for charges on that card.

#### **It's about choices. We provide alternatives. You make the choices.**

Your child's Library card presents opportunities for many fascinating, educational, and entertaining experiences. It is not the Library's policy to decide what ideas your child should be exposed to.

The Library provides a wide variety of materials representing many points of view on topics of interest to the community. Parents may find some of this material to be inappropriate for their child.

### 3.12 USE OF THE LIBRARY BY CHILDREN

Grand County Library District welcomes Library use by children and strives to create a safe and comfortable environment for visitors of all ages. The Library offers many programs and services that encourage children to develop a love of books, reading, and learning. Staff members are available to assist children with Library materials or services.

- Parents, guardians, and caregivers should be aware of Library opening and closing times and Library program times and make suitable arrangements to meet and/or transport their children.
- The Library is not equipped, and it is not the Library's role, to provide long or short-term child care.
- Parents and caregivers are reminded that unattended children may be at risk in any public place including all branch libraries of the Grand County Library District.
- Children attending Library programs are supervised by the Library staff only during the scheduled time of the program.
- For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library or on Library property.
- While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.
- When Library staff determines that a child is at risk, vulnerable or disruptive they will attempt to contact the parent or guardian. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the local police department.
- Library staff will not transport children home or to any other destination under any circumstances, and are not responsible for children traveling to or from the Library.
- The Children's area of the Library is specifically designed to serve the needs of young customers. Adults in the Children's area, not accompanying a child, may be asked to leave the Children's area and use other parts of the Library.
- Parents are reminded that they are responsible for supervising their children's access to Library materials and resources, including the Internet. While the staff members are always available to lead young people to interesting materials selected with children's interests and needs in mind, it is assumed that children who visit the Library unattended are authorized to use the full range of materials available to our customers.
- All decisions concerning an unattended child's safety or behavior are based on Library policy applied by the informed judgment of Library staff.

### **3.13 DONATIONS**

#### **3.13.a LIBRARY MATERIALS**

Grand County Library District is pleased to accept donations of new and gently used books, audiobooks, music CD's, and DVD's. Because of the high cost of handling donated items, the Library is very selective in accepting donations and all accepted donations are done so unconditionally.

The following items will not be accepted:

- Items in poor condition – torn or yellow pages, highlighted text, mildew odor
- Textbooks
- Encyclopedias
- Magazines (including National Geographic)
- Condensed books (including Reader's Digest)

- Computer books

From book sale experience it is understood that these items will not sell. Though it is difficult to throw away items that have been useful in the past, some materials have simply served their purpose. Individuals are encouraged to check with local recycling agencies to see if such materials can be recycled.

Acceptable donations will be used for ongoing and special book sales sponsored by the Friends of the Grand County Library, Inc. Money earned through these events enhances the District's children's programs and services.

Library staff are unable to quote a value for the items donated, but upon request, a staff member will provide a receipt for the number of items donated and the date of donation.

Donors must contact their branch Library before bringing large donations to ensure there is space available for handling and storage.

### **3.13.b DONATIONS OF ITEMS OTHER THAN LIBRARY MATERIALS**

Donations of items other than Library materials such as art, furniture, etc. must be presented to the GCLD Board for consideration at its next regularly scheduled meeting. The item must be approved by the GCLD Board before acceptance by the Library.

The Library staff will determine the best use of a donation, including its sale for the benefit of the Library.

Library staff are unable to quote a value for the item donated, but upon request, a staff member will provide a receipt for the item donated and the date of donation.

The Library does not provide for transportation of donated items.

### **3.13.c CASH DONATIONS**

Grand County Library District is pleased to accept cash donations. The Library reserves the right to make the most appropriate use of all gifts, including cash donations.

### **3.13.d ALL DONATIONS**

Donors may apply to the Library Board of Trustees for a variance from the Donation Policies. The board, in its sole discretion, will consider the request for variance at the next regularly scheduled board meeting.

## **3.14 CIRCULATION**

Patrons must present their Library card in order to check out material from a Grand County Library. There may be a fee for replacement of a Library card.

Patrons may check out materials from any Grand County Library, renew them online or at any Grand County Library, and return them to any Grand County Library. Although items may be returned to any library in the state, per Colorado Library Card Agreement, the patron is responsible for an item until it reaches a Grand County Library.

In an effort to ensure equitable sharing of the Library's collection with all Library cardholders, there may be limits on the number of materials that may be checked out to any Library account at one time.

Items returned in a book drop will be checked in as of the last business day the branch was open.

In providing photocopies of items, Grand County Library District staff will comply with current copyright law.

#### **3.14.a RESERVES OR HOLDS**

If an item is not currently on hand, it may be placed on hold and the patron will be notified when the item becomes available.

#### **3.14.b OVERDUE MATERIALS**

When materials are not returned on or before the due date, overdue fines are charged. Library cards may be blocked when items are overdue, or when fines exceed an amount determined by staff.

The maximum fine per item will not exceed the replacement cost of the item.

#### **3.14.c LOST OR DAMAGED ITEMS**

A fee will be charged for repair or replacement of damaged items.

The replacement cost and processing fee for a lost item will be charged to the patron who checked out the item. This charge is non-refundable.

#### **3.14.d COLLECTION COSTS**

If an account is collected through any court or collection agency, reasonable attorney and collection costs may be charged.

#### **3.14.e INTERLIBRARY LOAN SERVICE**

Grand County Library District Board of Trustees adopts the Colorado Public Library Standards for Resource Sharing ([See Appendix G](#))

Circulating materials owned by the Grand County Library District are loaned for a designated period and may be renewed by the borrowing library if there are no new requests. The loan period allows for transit time, patron contact time, borrowing period and return transit time.

To qualify for interlibrary loan service, the patron must hold a valid Grand County Library card. The number of active requests may be limited. If abused, interlibrary loan privileges may be suspended.

Overdue fines for interlibrary loan items are charged; any fines or fees levied by the lending library are passed on to the patron.

### **3.15 PROGRAM POLICY**

A GCLD library program is developed, managed and evaluated by qualified library staff

#### **3.15.a STATEMENT OF INTENT**

The purpose of this policy is to guide Library staff in planning, implementing and evaluating Library programs that follow the Library's mission, vision, values, and strategic plan objectives.

Library-initiated programs support the mission of the Library by providing users with additional opportunities for information, personal lifelong enrichment, and community involvement. The Library regards its programs as a totality, distributed among various Library facilities and developed to meet the needs of the District's community at-large while striving to be responsive to the specific needs of its immediate communities.

#### **3.15.b STATEMENTS CONCERNING INTELLECTUAL FREEDOM**

Library programs "should not be proscribed [or canceled] because of partisan or doctrinal disapproval" of the contents of the program or the views expressed by the participants, as stated in Article II of the Library Bill of Rights. Library sponsorship of a program does not constitute an endorsement of the content of the program. ([See Intellectual Freedom Manual included in Appendix D](#)) Library staff will make reasonable efforts to contact parties representing more than one viewpoint.

Some Library programs may be targeted to a certain audience and may not be appropriate for all members of the community. However, Library staff will not deny any person the right to attend a program because of age, origin, sex, background, views, sexual orientation, disability, or ability to pay.

Libraries serving multilingual or multicultural communities should plan programs that cross language and cultural barriers and introduce these segments of the population to the resources of the Library.

### 3.15.c PROGRAM OBJECTIVES

Library programs are based on the following guidelines:

- Cover a broad spectrum of topics and points of view
- Foster an interest in and enjoyment of reading and lifelong learning
- Allow the Library to forge partnerships with both groups and individuals
- Address a void not fulfilled elsewhere in the community
- Respond to community interests and information needs
- Attract regular and new Library users of all backgrounds
- Highlight Library collections and services

### 3.15.d PROGRAM GUIDELINES

Selection of program topics is made by Library staff based on the interests and needs of the community and Library patrons.

- The Library may partner with individuals, businesses or community organizations and will develop each partnership on an individual basis.
- The Library reserves the right to cancel an existing partnership agreement or program at any time.
- The Library has the right of final approval of programming.
- Library programs are open to all. Most programs will be offered free of charge.
- Children of those attending the meeting may not be left unattended on Library property.

The Library also provides space for programs or events in the Library's meeting rooms-that are not Library-initiated or co-sponsored. *(See Meeting Room and Study Room Policy, 3.16, below.)*

### 3.15.e EVALUATION OF PROGRAMS

Library staff will report statistics for programs and evaluate programs regularly based on quality, attendance, and community feedback. Should there be an objection to a Library program, that individual or group may complete a Citizen Request for a Balanced Presentation of Library Materials to initiate the formal process. *(See Appendix H)*

## 3.16 MEETING ROOM AND STUDY ROOM POLICY

Fees may be assessed for reserving meeting rooms and study rooms which are available to the community on an equitable basis. *(See Library Bill of Rights, Article 6 included in Appendix D).*

Permission to use meeting rooms does not constitute an endorsement by the Library of the group's policies or beliefs. The Library reserves the right to cancel or refuse use at any time.



## Guidelines for Use

\* Non-refundable fees may be assessed for reservations of meeting and study rooms. Meeting rooms (capacity) are available for reservations in the Fraser Valley Library (54), the Granby Library (60), and the Kremmling Library (25) for a reservation charge. Study rooms are available in the Fraser Valley Library ( 9), (4), and (3); the Granby Library (8), (6), and (4); the Juniper Library at Grand Lake (4-6); and Kremmling Library (4). If the study room is not reserved, the room is available for the public at no cost.

- Library sponsored events are given priority for use of the meeting rooms. Thereafter, rooms may be reserved on a first come, first served basis. The Library reserves the right, when necessary and with 24-hour notice, to cancel permission to use a meeting room in order to accommodate the Library's primary purpose or the operational needs of the Library.
- Meeting rooms are available to non-profit, for profit, government, and personal use.
- The individual reserving the meeting room must have a GCLD Library card and be 18 years of age or older.
- Reservations are made online at the Library website, <http://www.gclid.org> at least 48-hours in advance. Reservations may be made up to 60 days in advance.
- For every reservation, a representative of the users of a meeting room must schedule an appointment with Library staff for a walk-through of the meeting room to take place within 24 hours before the meeting, and receive instructions on use of both the security system and the projection equipment.
- The meeting rooms are available between 7 am and 10 pm, seven days a week.
- If study rooms are available for reservations, they may only be reserved for use during open hours.
- Users of the meeting room may charge a fee ONLY if granted permission by the Branch Manager. All exchange of money must take place outside of Library property.
- Any publicity concerning a meeting or event must include contact information for the sponsoring organization. The Library will not serve as a contact point for non-Library events and Library contact information shall not be provided on promotional material for such meetings or events.
- Users of the meeting room are responsible for setting up and taking down all Library furniture that may be provided for use by the group using the meeting room.
- The Library will not provide storage for equipment or materials for groups using the meeting room.
- During open hours, and before leaving the Library, users must notify Library staff when the meeting is finished and the room returned to its original condition.
- A cleaning fee will be charged to the user's representative if extra janitorial work is needed beyond regularly scheduled cleaning to return the room to its original condition.
- Groups may apply to the Library Board of Trustees for a variance from the Meeting Room and Study Room Policy. The Board, in its sole discretion, will consider the request for variance at the next regularly scheduled Board meeting.

Activities including but not limited to the following may result in termination of use of the meeting room or study rooms:

- Illegal activities as defined by local, state and federal law are not allowed on Library property.
- Use of tobacco, alcoholic beverages, marijuana and/or illegal drugs is not permitted in or on Library property.
- Direct business transactions are not allowed on Library property.
- Groups using the meeting rooms must keep noise and behavior to an acceptable level for a Library environment and for the surrounding neighborhood.
- Children of those attending the meeting may not be left unattended on Library property.
- A responsible adult, over 18 years of age, must be present at all times during the use of the room.
- Failure to notify the Library of a cancellation, no later than 24 hours prior to scheduled use.

### **3.17 EQUIPMENT USE**

Audio visual equipment can be reserved up to 60 days in advance and must be returned to the point of origin the following business day. The individual reserving the equipment must have a GCLD Library card and be at least 18 years of age. The individual responsible for the equipment must meet with a GCLD staff member to receive training on the use of the equipment.

A security deposit is required for all audio equipment loans. When the equipment is returned in its original, undamaged condition, the security deposit will be refunded. If the equipment is lost or damaged, the borrower will pay for damages, replacement or other costs of repair.

### **3.18 PROVISION OF SPACE FOR LIBRARY AND COMMUNITY INFORMATION**

#### **3.18.a STATEMENT OF INTENT**

The purpose of this policy is to guide the Library in the establishment of spaces to promote and disseminate information relating to the Library, its services, programs, collections and community information.

#### **3.18.b RESPONSIBILITY**

Responsibility for final approval and posting of materials and exhibits will rest with the Executive Director, who may delegate this duty to the local librarian. Appeals may be made to the Library Board, which will be the ultimate authority.

#### **3.18.c PATRON OBJECTION**

If a patron objects to the contents of any posting, staff will provide a copy of the policy to the individual for his/her information. If this does not satisfy the individual, staff should initiate the

procedure outlines in the District's "Citizen Request for Balanced Presentation of Materials ([Appendix H](#)[Appendix H](#)[Appendix H](#)).

#### **3.18.d POSTING AND DISTRIBUTION OF INFORMATION MATERIALS**

The Library serves as a community information agency for community based organizations and individuals engaged in intellectual, charitable, civic, cultural, educational and recreational activities. When space permits, such postings will be limited to appropriate Library designated spaces. All items for posting or distribution must first be presented to the branch manager for consideration.

Items that are not permitted for posting or distribution include, but are not limited to, commercial advertising, business listings and solicitations of any kind.

#### **3.18.e ELECTION INFORMATION**

The District provides limited election information space in each of its public libraries for the display and distribution of campaign materials related to candidates or issues in local and national elections. Such information is part of the reference service provided by the District. It does not constitute an endorsement by the District. All Election Information must first be presented to the branch manager.

#### **3.18.f EXHIBITS**

The Library exhibit spaces are designed to support Library programs and services. The Library may use these designated spaces to present individual collections or artwork. The Library's provision of exhibit space to non-Library related groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group.

The Library will take reasonable measures to safeguard exhibited items, but the Library is not liable for any damage to or theft of any item exhibited. Owners of these collections or artwork must complete the Library Artist/Collector Waiver/Release form before placing material in the exhibit area. All items placed in the Library are there at the owner's risk.

#### **3.18.g PETITION CIRCULATION**

The circulation of petitions is not allowed within Library buildings. Petitions may be circulated on Library grounds outside of Library buildings, but not within 100 feet of a Library building entrance, and shall not obstruct pedestrian or motor traffic to and from the Library premises.

#### **3.18.h SOLICITATION**

Solicitation of funds is not permitted on Library property. Exceptions may be granted by the Executive Director for Library events or fundraising events for the benefit of the Library.

## **3.19 TECHNOLOGY**

### **3.19.a COMPUTER USE AND INTERNET ACCESS**

- Library computers are available on a first-come, first-served basis.
- The Library will make reasonable efforts to have equipment in normal working order.
- Wireless Internet access is available.
- Time limits may be established as necessary.
- Users' mobile devices are not allowed on the Library's wired network.
- Activities which disrupt the Library or its network are prohibited and may result in loss of privileges.
- Costs for repair or replacement of materials or equipment damaged through misuse will be charged to the user responsible for the damage.
- Fees may be charged for office services such as copying, printing, faxing, and scanning.
- Computer and wireless usage may be tracked for statistical purposes.

### **3.19.b STAFF ASSISTANCE AND TRAINING**

Library staff may provide limited instruction in using GCLD computer technology and accessing digital Library services.

### **3.19.c ELECTRONIC INFORMATION NETWORKS, SERVICES, AND THE INTERNET**

The Grand County Library District is committed to its role in serving the information and lifelong learning needs of all. The Internet and other electronic networks and services offer virtually unlimited global access to information. However, not all sources on these networks provide information that is accurate, complete, current, legal or philosophically acceptable to all individuals. Grand County Libraries cannot be held responsible for the information accessed on the Internet, its content or the accuracy of that content. To comply with National and Colorado law (C.R.S. 24-90-601 online), all public computers in Grand County libraries are filtered. Parents and guardians of children under 18 are responsible for providing guidance to their children using the Internet, just as they are responsible for providing guidance in their children's use of any Library materials.

The Grand County Library District prohibits the use of Library computers or wireless Internet on Library property to obtain information that staff deems to be inappropriate. Users who deliberately utilize Library computers or wireless access to obtain inappropriate information will forfeit all Library and computer wireless Internet access privileges in all District libraries. The revocation of such privileges may be appealed to the District Board of Trustees by submission of a written request, which will be reviewed by the Board at its next regularly scheduled meeting following receipt of the request.

## 4 FINANCE AND BUDGET

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### 4.1 STATEMENT OF INTENT

This policy is intended for the internal use of the Library District and its purpose is to:

- provide a responsible method of financial accountability
- maintain budgetary control over purchases
- assure organizational efficiency
- secure the desired quality at the best possible cost

### 4.2 BUDGET

1. Preliminary discussion of the next year's budget by the entire Board shall be at the August Board meeting.
2. The budget is based on the total county assessed valuation and on the mill levy.
3. The budget will follow guidelines and meet the requirements for submission to the Division of Local Governments.
4. The final budget will be prepared by the Finance Committee<sup>(obj)</sup> Local Government Budget Calendar.
5. The Grand County Library District Board of Trustees<sup>(obj)</sup> Colorado Library Law (CRS 24-90-109).

### 4.3 FUNDRAISING

1. The Library reserves the right to make the most appropriate use of all gifts, including cash gifts.
2. Monies shall be sought for special projects as needed and as opportunities arise.
3. Provision of Library services and fulfillment of the employee's job description are to take priority during work time; fundraising for which the Library is the beneficiary will be allowed in limited situations only with the advance approval of the Library Director.

### 4.4 RESERVE POLICY

Reserves shall be identified as restricted, committed, assigned or unassigned reserves.

Restricted reserves are amounts subject to externally enforceable legal restrictions and shall consist of:

- State mandated reserves, such as TABOR reserve requirements
- Funds specifically mandated for debt service
- Future legal requirements which may be placed on the GCLD

Committed reserves are resources whose use is constrained by a limitation that a government imposes upon itself at its highest decision making level. The decision to classify funds as committed reserves requires a resolution by the Board of Trustees. Examples of committed reserves are:

- Liquid assets for cash flow, 20% of the annual operating budget
- Funds for future major maintenance and improvements based on a detailed schedule of future repair and replacement costs.
- Other funds restricted by the Board of Trustees

Assigned reserves shall consist of any other monies in the general fund identified with a specific intended use.

Unassigned reserves are all amounts that do not fit into any other component listed above. When unassigned funds exceed 5% of the District budget, they need to be reclassified for an intended purpose or expended on Library services in the next budget year.

Restricted, committed and assigned reserves shall be saved and invested as directed by the Authorized Investment and Transaction section of this manual.

Committed reserves that are set aside for a specific purpose can be used for other purposes once that need is realized, but only with a resolution of the Board of Trustees.

This policy and the allocation of actual reserves will be evaluated annually at the finance committee meeting held in August. Any proposed changes will be presented to the full Board of Trustees for approval.

## 4.5 BANKING AND INVESTMENTS

### 4.5.a STATEMENT OF INTENT

The investment policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the District's funds.

### 4.5.b SCOPE

The investment policy shall apply to all funds accounted for in the District's comprehensive annual financial report.

### 4.5.c INVESTMENT OBJECTIVES

The District's principal investment objectives are:

- Preservation of capital and protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated cash flows.
- Diversification to avoid incurring unreasonable market risks.
- Conformance with all applicable District policies, State statutes and Federal regulations.

### 4.5.d DELEGATION OF AUTHORITY

The Trustees have delegated to the District's Executive Director authority for managing the District's investment program and for implementing the Investment Policy. The Finance Committee makes investment recommendations for the District to the Board of Trustees. The Finance Committee will abide by state statutes when investing District funds and will always attempt to invest the funds within Grand County financial institutions except when the difference between interest rates is greater than one-half of one percent, or the money needs to be liquid.

### 4.5.e PRUDENCE

The standard of prudence, as defined by the Colorado Revised Statutes, to be used for managing the District's assets is the "prudent investor" standard applicable to a fiduciary, which states that a prudent investor "shall exercise the judgment and care, under circumstances then

prevailing, which people of prudence, discretion, and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital.” (CRS 15-1-304, Standard for Investments.)

The Finance Administrator and other authorized persons acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Trustees and appropriate action is taken to control adverse developments.

#### **4.5.f ETHICS AND CONFLICTS OF INTEREST**

District employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the District’s investment program or which could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees shall disclose to the Finance Administrator any material financial interest they have in financial institutions that conduct business with the District, and they shall subordinate their personal investment transactions to those of the District

#### **4.5.g AUTHORIZED INVESTMENTS AND TRANSACTIONS**

All investments will be made in accordance with the Colorado Revised Statutes (C.R.S.) as follows: C.R.S. 11-10.5-101, et seq. Public Deposit Protection Act; C.R.S. 11-47-101, et seq. Savings and Loan Association Public Deposit Protection Act; C.R.S. 24-75-601, et seq., Funds-Legal Investments; C.R.S. 24-75-603 et seq. Depositories; and C.R.S. 24-75-701 and 702, Investment Funds – Local Government Pooling.

In addition, the following authorities and restrictions are part of this investment policy:

1. The Library Director, his or her designee and the Board President, Treasurer, and one additional member of the Board of Trustees shall be signatories on the checking accounts.
2. The Finance Administrator and other designated staff members shall be responsible for making deposits of revenues on a timely basis.
3. The Finance Administrator or his/her designee will have access to online bank accounts to reconcile the bank statements monthly. All bank account detail is available for inspection upon request. Additionally a copy of the single-signatory checking account reconciliation will be forwarded to the Treasurer on a monthly basis.



4. All checks or warrants in excess of \$2,500.00 must be signed by two people, one of which must be an authorized board of trustee officer. Checks up to \$2,500.00 may be signed by the Executive Director or other delegated employee. All expenditures shall be reviewed and must be approved by the Board of Trustees on a monthly basis.
5. In any given calendar month, total cash transfers shall not exceed an amount to cover normal monthly operating expenditures without written authorization of the President or Treasurer of the Board of Trustees. Should neither of these officers be available to authorize such transaction, written authorization will be obtained from the Vice President or Secretary of the Board of Trustees. Exceptions will be allowed during capital projects for which a budget has been approved by the Board.

## 4.6 PURCHASE POLICY

### 4.6.A RESPONSIBILITIES

The Board of Trustees is responsible for the approval and/or revision of this policy. The Executive Director has the delegated authority from the Board of Trustees to approve or disapprove purchases of \$15,000 or less, and shall establish and maintain a purchasing procedure for the efficient execution of this policy to:

- Assure that each purchase is within the authorized available balance of the appropriate budget categories
- Certify that purchased items are satisfactorily received

In the case of purchases of \$15,000 or less, the Executive Director or staff member designated by the Executive Director may authorize purchases.

### 4.6.B CODE OF ETHICS

No employee or trustee of the District, or member of the employee or trustee's immediate family, or firm owned by same, will be allowed to sell to the District goods or services exceeding \$500 per month without the prior written consent of the Board of Trustees.

No employee or trustee of the District shall accept a fee, gift, or other valuable item or service for personal use from any person or group of persons when such a gift or other valuable item or service is given in the hope or expectation of receiving a favor or better treatment than others wishing to do business with the Grand County Library District.

### 4.6.C. BASIS FOR PURCHASING

Purchases are made on the basis of price, quality, service, availability and other pertinent factors considered to be in the best interest of The District.

#### 4.6.D. BUYING LOCALLY

The District prefers that The District “buy locally”; i.e. buy needed items and services from residents and/or businesses whose taxes directly support The District when feasible.

Due to the nature of our work, there may be times when local vendors with similar skills may not have the expertise or experience sought by The District, and in those cases, vendors outside of Grand County may be selected. When The District is working with vendors or other professionals located outside of The District’s area of service, our expectation is that those vendors will make every effort to ensure that when hiring subcontractors, local vendors are a priority and that they will have the opportunity to bid the work. We will ensure that all potential vendors are treated fairly and professionally throughout the process.

#### 4.6.e. BIDS, PROPOSALS AND QUOTES

No employee shall incur any expense or debt against The District without adhering to the provisions of this Policy. The District shall not be responsible for any expense or debt incurred by employees not authorized to act under this Policy.

\$1 - \$500	No quotes are required. The purchase may be initiated by branch managers, cleared by the Executive Director and must fit within the current budget limitations.
\$501 - \$2,500	No more than one quote required. The purchase may be initiated by branch managers and authorized by the Executive Director or designee.
\$2,501 - \$15,000	Must be authorized by the Executive Director or designee. A written memorandum of the informal bids/quotations shall be maintained with the records of the purchase.

Supplies, materials or equipment costing not more than \$15,000 may be purchased on the basis of informal, verbal or telephone bids or quotations, when it is determined by the purchasing authority that such procedure is in the best interest of The District.

\$15,000.01 - \$50,000	Two or more proposals are required and shall be authorized by the Board of Trustees.
\$50,000.01-\$150,000	Formal bid or proposal process and approval by the Board of Trustees are required.

\$150,000.01 Pursuant to Colorado State Statute CRS section 24-103-203 or as may be amended from time to time.

The Board of Trustees reserves the right to reject any or all bids and to accept the bid that appears to be in the best interests of the District. All bids will be a matter of public record.

The Board of Trustees, by resolution, may waive the requirement for formal bids over \$15,000.01 on a case by case basis.

NOTE: The number of bids or quotes to be obtained is subject to the other provisions of this policy. If other provisions of this policy do not apply, and it is not possible or reasonable to obtain the required number of bids or quotations, the reason must be included in the documentation. Vendors may have 7 days to challenge an awarded bid.

#### 4.6.f. FROM WHOM THE DISTRICT WILL NOT PURCHASE

The District will not knowingly purchase any supplies, materials, equipment or services from:

- Members of the Board of Trustees of the Grand County Library District or their spouses;
  - Employees of the Grand County Library District, or their spouses;
  - Immediate family or close relations;
  - Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission or other direct and immediate gain resulting from such purchase;
  - A former board member or employee, within six months following the termination of his or her service on the Board or employment.

This policy does not prohibit the purchase of any supplies, materials, equipment or services from the above individuals when the individual has disclosed the personal interest, has not voted thereon, has refrained from attempting to influence the decision of the Board of Trustees who must vote on the matter.

#### 4.6.G. COMPETITIVE BIDDING

- Major operational items including capital items and construction projects expected to cost \$50,000.01 or more each, shall be purchased via a bidding process.
- An invitation to bid shall be published one time in a newspaper of general circulation within the District boundaries for all construction contracts for work or materials or both of at least \$50,000.01 (or less at the discretion of the District). The District may reject any and all bids.
- The Executive Director, or the Director of Facilities may submit invitations to bid from at least three persons, firms, or corporations dealing in and able to supply the same.
- All bids shall be sealed and shall be opened in public at a designated time and place.
- Purchase shall be made from the bidder whose bid is most advantageous to The District, considering price, quality, date of delivery, and other pertinent factors; and, in the event of a tie bid, purchase may be made from one of those tying, or the purchase may be divided among those tying, always accepting the bid or bids most advantageous to The District.
- The Executive Director may repeatedly reject all bids and again may submit to the same, or other persons, firms or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.
- The Executive Director shall analyze the acceptable bids received, and recommend the vendor who has submitted the lowest or best bid to the Board of Trustees. Final decision to purchase shall be made by the Board of Trustees. The Board of Trustees reserves the right to reject any or all bids, and to waive any technicalities or formalities.

#### 4.6.H. WHEN COMPETITIVE BIDDING IS NOT REQUIRED

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

- When excused by participation in a purchasing program under the auspices of the State of Colorado or other governmental entity.
- Library materials, e.g. books, periodicals, audiovisual materials, printing services etc., may be bid by vendor rather than item by item.
- A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is on the District's best interests. Purchases may then be made on the basis of prices established by negotiation.
- Grand County Library District is eligible to purchase commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the State are acceptable as satisfying bid and quote requirements of the District.
- 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.
- 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.
- The District is participating in joint bidding and/or other cooperative purchasing ventures with other Library organizations and government agencies if it is deemed in the best interests of the District to do so.
- A sole purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the District's best interests. Purchases may then be made on the basis of prices established by negotiation.

#### 4.6.I. PROFESSIONAL/PERSONAL SERVICES

Agreements for professional or personal services, including but not limited to architectural, engineering, legal and consulting services, shall be negotiated on the basis of demonstrated competence and qualifications, at fees not in excess of market rates.

A secondary service provider may be selected on the advice of a primary service provider, e.g. the Board attorney may recommend bond counsel; the financial advisor may recommend an appraiser.

An agreement for performance of services may be extended to include a wider or expanded scope of services if the extension is within two years of the initial agreement and the fee does not exceed market rates.

#### 4.6.J. STANDARDIZATION

All common use materials, supplies and equipment will be standardized as much as possible for better prices through quantity purchase of fewer varieties of materials and to increase proficiency in evaluating product performance.

#### 4.6.K. BUDGET ADJUSTMENTS

The Director is authorized to make adjustments to line items for the current budget year that will fall within the overall budget level for the year. This type of adjustment is to be considered temporary unless adopted as permanent in the subsequent budget cycle, through analysis of needs across the Library District.

#### 4.6.L. CAPITALIZATION POLICY

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in Grand County Library District's annual financial statements.

A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of \$5000.00 or more. Capital Assets must be capitalized and depreciated for financial statement purposes.

GCLD establishes \$5000.00 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in GCLD's financial statements. All Capital Assets are recorded at historical cost as of the date acquired.

## 5. COLLECTION DEVELOPMENT

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### 5.1 STATEMENT OF INTENT

The purpose of this policy is to aid the Library staff in selecting, acquiring, and maintaining a useful, representative collection of books, realia and other materials, both online and print, to meet the needs of the community. Collectively, the Policy and Procedures Manuals provide for selecting materials, declining to add materials to the collection, retaining materials already in the collection, as well as de-selection of materials.

### 5.2 STATEMENTS CONCERNING INTELLECTUAL FREEDOM

The Grand County Library District Board of Trustees and the Library staff believe that the right to read, view and listen and the right of free access to the Library collection for all individuals are essential to the intellectual freedom that is basic to democracy. Accordingly, the Grand County Library District Board of Trustees has adopted the Library Bill of Rights, the Freedom to Read statement and the Freedom to View Statement ([Appendix D](#)) These statements are considered a part of this Collection Development Policy and govern the collection and service of Grand County Library District.

### 5.3 OBJECTIVES IN COLLECTION DEVELOPMENT

The purpose of the Grand County Library as an educational, informational and recreational institution is to provide convenient and universal access to quality information resources to all individuals in Grand County.

To fulfill this purpose the Library will obtain, organize and make conveniently available to all people of Grand County: print materials, non-print materials, and online access to information.

The Grand County Library District regards the collection of all its branches as a single collection; distributed and developed to meet the needs of the District's community as a whole while being responsive to the specific needs of the individual communities.

### 5.4 RESPONSIBILITY FOR SELECTION

Ultimate responsibility for the selection of Library materials rests with the Executive Director, who operates within the framework of policies determined by the Grand County Library District Board of Trustees. The Director delegates to staff the authority to interpret and apply the policy in developing the the Library collection. Staff assigned responsibility for selecting Library materials are required to adhere to the objectives stated herein.

## 5.5 CRITERIA FOR SELECTION

Materials are selected for the Library considering at least the following criteria:

- balanced and current
- The Library's role in District, regional or resource sharing
- circulation statistics

The Library's collection is continually evaluated on the basis of currency, use, physical condition and conformance with the Library's Collection Policy and Procedures.

Suggestions from Library patrons are invited and given serious consideration.

## 5.6 SELECTION FOR A DIVERSE AUDIENCE

The Library recognizes that Library materials may be controversial and that any given item may cause offense. Selections will be made on the merits of the work and to meet the diverse interests of the community.

Library materials will not be marked or labeled to show approval or disapproval of the contents, and no materials will be sequestered. Responsibility for the use of Library collection by children rests with their parents and legal guardians. Each branch library maintains a collection of materials for children, however children have access to the entire Library collection. *(See the Rules Governing the Use of the Library by Children and Freedom to Read [Appendix D](#))*

## 6. PERSONNEL POLICY

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### 6.1 STATEMENT OF INTENT

The District recognizes that the well-being of its employees is essential to maintaining a high standard of operation. The Employee Handbook is written to define employee rights and responsibilities in the interest of promoting understanding and good will between the Library District and its staff.

### 6.2 RESERVATION OF RIGHTS

The Board of Trustees, at their sole discretion, reserves the right to modify, revoke, suspend, terminate or change any or all plans, policies or procedures with or without notice. The Executive Director, by the direction of the Board of Trustees, at their sole discretion, reserves the right to create, eliminate, or change any job and/or job description at any time with or without notice. Employment with the District is “at will,” that is, the employee may terminate or the District may terminate the employment of the employee at any time with or without cause.

No employee of the District has the authority to alter or create a contract, actual or perceived, in conflict with these or the policies as set forth by the Board.

The contents of this policy are presented as a matter of information only, and not as an employment agreement or to create any express or implied contractual rights. No employee is given a guarantee of continued employment by any policy.

## 7. VOLUNTEER POLICIES

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### 7.1 STATEMENT OF INTENT

The District recognizes that volunteers make a valuable contribution to the Library. Volunteers are trained by Library staff and adhere to a regular schedule.

### 7.2 SERVICE STANDARDS

The Library Volunteer is expected to comply with all statements of professional ethics, policies, and service standards adopted by the Library. Volunteers will be expected to complete assigned duties in accordance with the same standards as any District employee.



### 7.3 USE OF LIBRARY MATERIALS

Volunteers are expected to return materials on time and to replace lost or damaged items.

### 7.4 RESERVES AND ACCESS TO MATERIALS

Library volunteers will not have priority over other borrowers for access to materials. Reserves on materials will be taken on a first come, first served basis.

### 7.5 PURCHASE OF MEDIA FOR PERSONAL COLLECTION

- Volunteers may purchase media through the Library if items are available through the normal vendor channels.
- Purchases may/may not receive a discount, as determined by the vendor purchase agreement.
- Once items are ordered, the volunteer will be expected to accept them regardless of the cost of the items or when they are received.
- Volunteers will not receive their media until payment is made.
- The payment must be made within 30 days after GCLD receives the material.
- If abused, this privilege may be revoked by the Director.

### 7.6 LIABILITY

- Volunteers are covered under the Errors and Omissions policies of the District's insurance.
- Volunteers are required to complete an application and be interviewed by Library staff.
- Volunteers are subject to criminal background checks.
- Personally owned vehicles or property are not covered under the Library's insurance.

## 8. CAPITAL EQUIPMENT LOAN & DISPOSAL

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### 8.1 CAPITAL EQUIPMENT LOAN

Used and excess GCLD computer equipment may be loaned to GCLD staff on an as needed basis and GCLD will retain ownership. A capital equipment loan form must be completed by the employee and filed with the Director of Technology.

District equipment may be loaned at the sole discretion of the Executive Director.

#### **Capital Equipment Disposal**

Excess computer equipment that is usable may be offered to non-profit organizations in Grand County or outside of the county. GCLD will completely erase hard drives using the seven step government wipe procedure\* before transfer, but leave the operating system on such equipment. Ownership and recycling responsibility will transfer to the purchaser. The name of the accepting organization and the date of transfer will be filed with the Director of Technology.

Excess computer equipment that is usable, but not desired by non-profit organizations will be offered for sale to the public once a year at a nominal price. Ownership and recycling responsibility will transfer to the purchaser. The name of the purchaser and the date of transfer will be filed with the Director of Technology.

Computer equipment that is no longer usable will have hard drives completely erased using the government wipe procedure, be parted out and recycled to a recycling business compliant with current regulations meeting federal, state, and local laws and industry standard for responsible e-recycling. The name of the recycling business and the date of transfer will be filed with the Director of Technology.

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\* *Department of Defense Document 5220.22-M - National Industrial Security Program Operation Manual. This procedure is incorporated in commercial programs such as Norton Utilities.*

## APPENDIX A: STRATEGIC PLAN

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For internal use/original file location:

<https://gclidintranet.sharepoint.com/Source%20Files/Forms/AllItems.aspx>

For Public access to be announced

# APPENDIX B: REQUEST FOR PUBLIC RECORDS

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## REQUEST FOR PUBLIC RECORDS

Request initiated by: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Representing:  Self  Organization Organization name: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Records being requested: PLEASE BE AS SPECIFIC AS POSSIBLE. \_\_\_\_\_

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\_\_\_\_\_ Do you want to view the records?  Yes  No

Do you want copies of the records?  Yes  No

How would you like the records delivered? (Check One)  Email  Pick up at the District office

Postal Delivery

**BY SUBMITTING THIS REQUEST YOU ARE INVOKING COLORADO REVISED STATUTE 24-72- ET. SEQ.  
(CORA Colorado HB 14-1193)**

**YOUR REQUEST WILL BE RESPONDED TO IN ACCORDANCE WITH THIS STATUTE. YOU ARE AWARE  
THAT THERE MAY BE A CHARGE FOR FILLING THIS REQUEST PER STATUTE, PLEASE SEE *COPY  
CHARGES AND REQUEST.***

**FOR STAFF USE ONLY**

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Date request received: \_\_\_\_\_ Request received by: \_\_\_\_\_

Request approved by Executive Director (date and initials) : \_\_\_\_\_

Request handled by: \_\_\_\_\_

Review by legal counsel:  Yes  No      Payment received: (cash, check, charge): \_\_\_\_\_

Number of pages: \_\_\_\_\_ Hours of staff time spent: \_\_\_\_\_ Cost for records: \_\_\_\_\_

Date records given to requestor : \_\_\_\_\_ via (inspection, mail, email) \_\_\_\_\_

## APPENDIX C: CHARGES FOR REQUEST FOR PUBLIC RECORDS

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### REQUEST FOR PUBLIC RECORDS COPY CHARGES AND REQUEST

Cost per page .....\$0.25 per page  
Non-standard size &  
format.....\$Actual cost  
Newly generated computer records or searches .....\$30.00 First  
hour free with additional per hour or part thereof

Copies must be paid for with cash, check or credit card.

Please make checks payable to: Grand County Library District (GCLD)

The Grand County Library District Administrative Office is located at 225 E. Jasper, Granby  
CO 80446. Tel (970) 887-9411

Open:

Tuesday 10:00-4:00pm

Wednesday 10:00-4:00pm

Thursday 10:00-4:00pm

REQUEST:

Name\_\_\_\_\_ Telephone number\_\_\_\_\_

Date of request \_\_\_\_\_

Description of records requested

# APPENDIX D: LIBRARY INTELLECTUAL FREEDOM & ETHICS STATEMENTS

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## 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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## 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:

1. 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 guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. 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.
4. 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.
5. 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 January 10, 1990, by the ALA Council**

## The Freedom to Read

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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals 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 individual, by exercising critical judgment, will select the good and reject the bad. 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 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 or unwelcome scrutiny by government officials.

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:

1. *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, unpopular, or considered dangerous by 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.

2. *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.

3. *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.

4. *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.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression 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 others. 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.

6. *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; and by the government whenever it seeks to reduce or deny public access to public information.* 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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self censorship.

7. *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 Americans 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, by the ALA Council and the AAP Freedom to Read Committee; revised January 28, 1972; January 16, 1991; July 12, 2000; and June 30, 2004.

A Joint Statement by:  
American Library Association  
Association of American Publishers  
Subsequently endorsed by:  
American Booksellers Foundation for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

# APPENDIX E: PRIVACY OF LIBRARY PATRON RECORDS (CRS 24-90-119)



Colorado State Library  
201 East Colfax Ave., Room 309  
Denver, CO 80203

Phone: 303-866-6900  
Fax: 303-866-6940  
Web: [www.ColoradoStateLibrary.org](http://www.ColoradoStateLibrary.org)

## Colorado Library Law – The Quick Guide Privacy of User Records CRS 24-90-119

Privacy of User Records CRS 24-90-119	Rough, non-legal summary of statute: Privacy of user records.*
<p>(1) Except as set forth in subsection (2) of this section, a publicly supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.</p> <p>(2) Records may be disclosed in the following instances:</p> <p>(a) When necessary for the reasonable operation of the library;</p> <p>(b) Upon written consent of the user;</p> <p>(c) Pursuant to subpoena, upon court order, or where otherwise required by law;</p> <p>(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.</p> <p>(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.</p>	<ul style="list-style-type: none"> <li>▪ A public library may not disclose patron records or information about library use unless:               <ul style="list-style-type: none"> <li>- needed for library operations;</li> <li>- the user consents;</li> <li>- required through subpoena or court order;</li> <li>- a custodial parent/guardian has access to a minor's library card or authorization number.</li> </ul> </li> <li>▪ Disclosure by a library official, employee or volunteer commits a class 2 petty offense, with up to \$300 fine if convicted.</li> </ul>

\* Consult with your respective city, county, or district lawyers for legal advice on, and implications of, Colorado Library Law, or call the Colorado State Library for additional information.

For further Public Library Information: [www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries](http://www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries)



Colorado State Library, 201 E. Colfax Ave., Room 309, Denver, CO 80203  
voice: 303-866-6900, fax: 303-866-6940

Updated: May 2010

## APPENDIX F: Colorado Library Law CRS 24-90-101

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(CRS 24-90-101) CRS 24-90-101 *et seq* known and cited as [Colorado Library Law](#)

# APPENDIX G: COLORADO PUBLIC LIBRARY STANDARDS FOR RESOURCE SHARING

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## RESOURCE SHARING

### Overview

The Library works cooperatively and participates in statewide, regional, and local sharing of resources. Current resource sharing initiatives within Colorado include AIRS, Aspencat, AskColorado, Across Colorado Digital Consortium, Colorado Library Card (CLC), Colorado's Historic Newspaper Project, Marmot, Nexus, Plinkit, Prospector, and SWIFT. Please consult our list of acronyms.

Colorado has a long history of resource sharing. Colorado libraries are a collaborative group in many ways, not just within the public library sphere, but also with school, academic, special libraries as well as community organizations.

It is important to be a lender as well as a borrower when participating in Interlibrary Loan (ILL) services. As libraries move towards allowing our patrons more independence in their library transactions, it is important for us to consider how to empower them in that process.

### Resource Sharing Checklist

1. Participate in interlibrary loan service as both a borrower and lender.
2. Adopt and implement the Colorado Interlibrary Loan Best Practices (2004).
3. Use SWIFT or other electronic methods for requesting or supplying ILL materials.
4. Offer patrons the opportunity to initiate ILL requests electronically.
5. Participate in statewide resource sharing programs and services and promote these programs to library users.
6. Contribute resources and/or staff to support statewide resource sharing programs.
7. Participate in the Colorado Library Card program, offering reciprocal borrowing to cardholders of other Colorado libraries.
8. Participate in a centralized, shared bibliographic database.
9. Provide access to databases or electronic collections in compliance with licensing agreements.
10. Become a member of the Colorado Library Consortium (CLiC), Colorado's one regional library system. (Membership is free.)
11. Participate in the state- wide courier service.

# APPENDIX H: CITIZEN REQUEST FOR A BALANCED PRESENTATION OF LIBRARY MATERIALS

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## CITIZEN REQUEST FOR A BALANCED PRESENTATION OF LIBRARY MATERIALS

TYPE OF MATERIAL:

book             film             recording             periodical  
 pamphlet             other: \_\_\_\_\_

Author of material: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date published: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Citizen represents: self \_\_\_\_\_;  
organization \_\_\_\_\_;  
other group \_\_\_\_\_

Did you read (listen to, watch) the entire item? \_\_\_\_\_ If not, what parts? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you believe is the subject or theme of this item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the positive elements of this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What in this material needs to be balanced by other information?(please be specific, cite pages) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_