



# 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.

## **1.2 DISTRICT STATUS**

The Grand County Library District is established and operating under the Colorado Library Law, Sec. 24-90-101 and following, C.R.S., as amended ("Library Law") and is a political subdivision of the State of Colorado.

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Sally Leclair, President

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Jeremy Krones, Vice President

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Marcus Davis, Treasurer

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Darcy Schlichting, Secretary

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Alan Walker, Trustee

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Mike Johnson, Trustee

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Jen Goertz, Trustee

GCLD Policy Manual, reviewed and accepted by the Grand County Library District Board of Trustees Regular Meeting, 15<sup>th</sup> day of August, 2023.

## **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 GRAND COUNTY LIBRARY, INC.**

Grand County Library District is supported in its service efforts by the Friends of the Grand County Library, Inc. a 501(c)(3) corporation (“The Friends”).

The Friends mission is:

1. Raise funds to enhance library programs and services
2. Encourage broad-based public support, use, and enjoyment of Grand County, CO, libraries.
3. Foster literacy and learning.

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, gender identity, age, physical or mental ability, veteran status, military obligations, marital status, or other protected 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. , as amended (“**CORA**”).

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 CORA. 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 they 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. A copy charge and request form must be filled out for each Records Request. See [APPENDIX A: Request for Public Records](#) and [APPENDIX B: Charges for Request for Public Records](#)



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 CORA. 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 CORA.
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 initial three (3) day 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, pursuant to Section 205(6)(a) of CORA, the District may charge a research and retrieval fee of \$33.58 per hour, but no charge shall be made for the first hour of time expended in connection with the research and retrieval of District 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 of Records 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 of Records will notify the record requestor that a copy of the record is available but will only be sent to the requestor once the Custodian of Records 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.

## 3.4 TRANSPARENCY

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

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

Regular Meetings of the Board of Trustees are live streamed as internet permits. Link to the meeting is included on the Meeting Agenda.

## 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.

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 C: Library Intellectual Freedom & Ethics Statements](#)

Comments concerning Grand County Library District Programs, Services, and Collections are welcome. Many of the comments and questions that individuals have regarding GCLD programs, services, and collection can be answered through conversations with library staff members. For those rare instances when a conversation will not suffice, comments or questions can be submitted in writing or via email to the executive director.

A formal process for request for reconsideration is another option. These requests are handled in an attentive and consistent manner. The request is initiated through the completion of the Request for Reconsideration Form available through a library or in the GCLD policy manual found online. The completed form must be submitted to the GCLD executive director. This form is a record open to CORA requests and is not protected by Patron Privacy, CRS 24-90-119. The item in question will remain available to the public throughout the process.

### 3.5.a STEPS IN RECONSIDERATION REQUEST:

1. Individual(s) completes the Citizen's Request for Reconsideration Form.
2. Completed form is submitted to GCLD executive director. Once submitted, this form is a public record accessible through CORA request. Only completed forms will be reviewed. A response will be sent to the submitter making them aware of the receipt of the completed form.
3. Executive director will ask for background information from the director of Library Resources (collection policy) or director of Public Programs (program policy) regarding criteria used in having. Outside consultants may be asked for additional information as is pertinent to the subject in question.
4. Evaluation by the executive director will take place regarding criteria and board policy.

5. Executive director will decide concerning the item and notify the individual(s) submitting the Request for Reconsideration in writing. The process will result in maintaining the current status, a change in location, or removal.
6. The item will remain in its current status and will be available to the public during the reconsideration process.
7. Once a determination is made on an item, the result will stand for one year.

#### **3.5.b STEPS IN A RECONSIDERATION APPEAL:**

1. If the individual(s) is not satisfied with the decision of the executive director, requestor may request a meeting before the GCLD Board of Trustees by making a written request to the President of the Board.
2. Upon receipt of the request, the Board may make the request an agenda item and the individual(s) will be notified of the time and place of the Board meeting. The Board reserves the right to limit the length of the presentation and number of speakers at the meeting.
3. After hearing from the individual(s) making the reconsideration request, the Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the District, will review the background information provided by the library staff, and will review the decision of the executive director.
4. Based on the information presented, the Board of Trustees will vote to uphold or override the decision of the executive director.

### **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.

### **3.7 CARDHOLDER RESPONSIBILITIES**

The patron is responsible for: (a) returning borrowed materials on time and/or (b) 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, they must notify the Library immediately.

Pursuant to § 24-90-117, C.R.S., a patron who violates District policy on returning District property or who damages such property may be subject to criminal prosecution.

A patron in good standing is defined as one who has no outstanding overdue items, fees payable, and who has a record of returning items on time.

### **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 fees, destruction of Library property, disturbance of other patrons, or any other objectionable conduct on Library premises.

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.

### **3.9 PRIVACY OF LIBRARY PATRON RECORDS**

Grand County Library District collects limited patron information to aid in the reasonable operation of library resources, services, programs, or facilities.

During the course of its activities, GCLD may receive personal information of its patrons. Personal Information is defined in § 24-73-101, C.R.S.

GCLD limits the collection of Personal Information including but not limited to first name, last name, personal identification number and/or password, and financial transaction device (if necessary). GCLD shall maintain reasonable security procedures and practices to ensure that its patrons' personal information is protected from unauthorized access, use, modification, disclosure, or destruction.

When paper or electronic documentation containing personal identifying information is no longer needed, GCLD shall destroy or arrange for the destruction of such documents within its custody or control that contain a patrons' personal information by shredding, erasing, or otherwise modifying the personal information document to make the personal information unreadable or indecipherable through any means.

Records or any other information containing any information that identifies a person or their use of the library or its materials may only be disclosed in the following instances:

- When necessary for the reasonable operation of the library;
- Upon written consent of the user;
- Pursuant to subpoena, upon court order, or where otherwise required by law;
- To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose accessing by electronic means library records of the minor.

In the event of a security breach, GCLD shall assess the risk and provide notification to patrons of the breach, if GCLD determines that there is a reasonable likelihood of misuse of personal information, no later than thirty (30) days after a determination that a security breach occurred. The notification shall provide the patron with the information and directions as detailed in § 24-73-103, C.R.S.

Closed circuit video surveillance occurs at GCLD facilities in order to provide a safe and comfortable environment. Video surveillance shall be stored for up to 30 days then destroyed, unless other retention policies apply.

GCLD uses third party platforms to deliver many online library services. Patrons are encouraged to review those platforms' individual privacy policies.

### **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 aiding 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
- open carry of firearms, except on-duty law enforcement personnel, § 29-11.7-104, C.R.S

Anyone who violates these rules will be asked to leave the library building and may be banned from the Library.

The Rules Governing the Use of the Library will be posted prominently in each Library location.

### **3.11 LIBRARY CARDS FOR CHILDREN**

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, or the parent or legal guardian who has access to the child's library card or its authorization number, or as otherwise required by law.

All children under the age of eighteen (18) must have a parent or guardian present who provides required documentation for a Grand County library card to be issued to the minor. By providing the documentation, the parent or guardian agrees to be financially responsible for all charges on the minor's card. An exception to this is the One-4-Fun card.

Children seventeen (17) and under may obtain a One-4-Fun card without required parent documentation which removes parent or guardian financial responsibility. Using a One-4-Fun card allows the checkout of one physical item.

**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. The parent or legal guardian is solely responsible for monitoring the content their children review or check-out from the Library.

### **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 nor to provide constant surveillance of children.
- 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 minor patrons. 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 accepts limited donations of library materials for its collection. Because of the high cost of handling donated items and available capacity, the Library is very selective in accepting donations; contact the director of Library Resources regarding donations. Donations are only accepted without imposed conditions.

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

Library materials that GCLD deems to be no longer part of its collection and meet Colorado Library Consortium No Store guidelines will be donated to The Friends of Grand County Library, Inc. These items become property of The Friends. GCLD serves as a collection site for Materials donated to The Friends.

#### **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, Library cards may be blocked when items are overdue, or when fees exceed an amount determined by staff.

### **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, no matter the type of library card. This charge is non-refundable and eligibility for full access cards are contingent on payment of all Library debts.

### **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 D: Colorado Public Library Standards for Resource Sharing](#)

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.



A fee will be charged for repair or replacement for damaged or lost interlibrary loan items per 3.14.c Lost or Damaged Items.

## **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: most current versions available on the GCLD website.

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. Library staff will make reasonable efforts to contact parties representing more than one viewpoint. See [APPENDIX C: Library Intellectual Freedom & Ethics Statements](#)

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.

### **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 collaborations 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 collaborate with individuals, businesses, or community organizations and will develop each collaboration on an individual basis.
- The Library reserves the right to cancel an existing collaboration 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.

### **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 Reconsideration of Library Materials to initiate the formal process. See [APPENDIX E: Citizen Request for Reconsideration of Library Materials](#)

## **3.16 SOCIAL MEDIA POLICY**

GCLD defines social media as an electronic communication which creates online communities to share information, ideas, personal messages, and other content.

The library engages with its community regarding matters related to library resources and services. As this is a digital face of the library, GCLD social media accounts must maintain the same level of customer service provided in the physical library and those commenting must follow the same Rules Governing Use of the Library. Comments expressed on any social media platform do not reflect the view or positions of the library, its officers, or its employees.

Social media is a public record. Concern regarding a post in violation with Rules Governing Use of the Library shall be submitted in writing to the Executive Director. A post may be temporarily removed if it violates the Rules Governing Use of the Library. No post will be permanently removed without review from the Executive Director or designee and at least one other library director. Individuals contributing posts that do not meet the Rules Governing Use of the Library may be blocked from commenting through the Revocation of Library Privileges.

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.

The library may occasionally refer to public comments made on social media. However, it will not collect, sell, or knowingly transfer to any third party any personally identifiable information related to social media engagement with the library. Be advised that social media platforms have their own privacy policies and should be carefully reviewed.

### 3.17 MEETING ROOM AND STUDY ROOM POLICY

Meeting rooms and study rooms are available to the community on an equitable basis. See [APPENDIX C: Library Intellectual Freedom & Ethics Statements](#)

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

Meeting rooms (capacity) are available for reservations in the Fraser Valley Library (54), the Granby Library (60), and the Kremmling Library (25). 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.

- 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 nonprofit, 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.gclld.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.
- All exchange of money must take place outside of Library property. Organizers may charge for the sale of products during a program on Library property if granted an exception by the Board of Trustees. All such sales are the sole responsibility of the booking organization.
- 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.

## **3.18 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 outlined in the District's Citizen Request for Reconsideration of Library Materials. See [\*APPENDIX E: Citizen Request for Reconsideration of Library Materials\*](#)

### **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 INTERNET SAFETY**

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.

In compliance with § 24-90-603, all public computers in Grand County Libraries are filtered to provide safe parameters for minors to use District computers. 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 District's assessed valuation and the District's 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 using the Local Government Budget Calendar.
5. The District's budget shall be prepared and adopted in compliance with the Library Law and the Local Government Budget Law, § 29-1-101 and following, C.R.S., as amended.

### **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 BUDGET 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 in Section 4.5 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 this investment policy. The Executive Director



shall regularly report to the Finance Committee on the status and needs of the District's investments. 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 Executive Director 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; and C.R.S. 24-75-701, et seq., Investment Funds – Local Government Pooling. Specifically, District funds shall only be invested in statutorily approved securities as listed in § 24-75-601.1, C.R.S., as amended.

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

1. The Library Director, his/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 operational 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 \$20,000 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 \$20,000 or less, the Executive Director or staff member designated by the Executive Director may authorize purchases.

### **4.6.b CODE OF ETHICS**

All trustees and all employees of the District shall comply with the ethical principles contained in § 24-18-101, et seq., C.R.S., as amended.

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. Notwithstanding the foregoing, a District trustee or employee may accept nominal gifts or fees as permitted by § 24-18-104, C.R.S., as amended.

### **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. All purchases must be within the limits of the District's annual appropriation.

**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. The District 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 and without appropriate authorization. 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, authorized by the Executive Director or designee, 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, authorized by the Executive Director or designee, and must fit within the current budget limitations.
- \$2,501 - \$20,000            Must be authorized by the Executive Director or designee and must fit within the current budget limitations. 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 \$20,000 may be purchased on the basis of informal, verbal, or telephone bids or quotations, when it is determined by the Executive Director, or their designee, that such procedure is in the best interest of the District.

- \$20,000.01 - \$120,000        Two or more proposals are required and the purchase shall be authorized by the Board of Trustees.
- \$120,000.01 and above        Formal competitive bid or proposal process and approval by the Board of Trustees are required.

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.

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.

**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, and 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 \$120,000.01 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 \$120,000.01 (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 Executive 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. These statements are considered a part of this Collection Development Policy and govern the collection and service of Grand County Library District. See [APPENDIX C: Library Intellectual Freedom & Ethics Statements](#)

### **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, remove, 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 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 [APPENDIX C: Library Intellectual Freedom & Ethics Statements](#)

## **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 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. The Volunteer Handbook defines volunteer rights and responsibilities in the interest of promoting understanding and goodwill between the Library District and its volunteers.

### **7.2 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 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 Finance.

District equipment may be loaned at the sole discretion of the Executive Director. If the equipment is lost or damaged, the staff will be responsible for damages, replacement, or other costs of repair. All capital assets will be maintained by an inventory ledger and accounted for no less than annually.

### **8.2 CAPITAL EQUIPMENT DISPOSAL**

Prior to the disposal of a Capital Asset, the Capital Asset must be determined to be of no further function to the District. A Capital Asset can be disposed of in one of four different ways: donated, scrapped, sold, or traded.

Determination may be made by the Executive Director if the Capital Asset is conveyed to a state agency or political subdivision of the state, such as a city or county agency, special district, public school, or another governmental agency.

Determination must be made by the Board of Trustees to convey a Capital Asset to any outside business or commercial entity, non-profit entity, or individual. Unless offered to the public at large, a Capital Asset cannot be sold or donated to a private party or GCLD employee. The name of the purchaser and the date of transfer will be filed with the Director of Finance.

Withdrawn books and library collections will be donated to the Friends of Grand County Library, Inc.

Computer equipment, when obsolete and not subject to donation or sale, will be sent to a computer recycling firm for disposal.

# APPENDIX A: 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 24-72-200.1 ET. SEQ.**

**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, See APPENDIX B: Charges for Request for Public Records**

**FOR STAFF USE ONLY**

---

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 B: 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

Research and Retrieval of Records.....\$33.58 per hour (first hour free)

All fees must be paid for with cash, check, or credit card prior to the requested records being released.

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:

Monday 10:00-4:00pm  
Tuesday 10:00-4:00pm  
Wednesday 10:00-4:00pm  
Thursday 10:00-4:00pm  
Friday 10:00-4:00pm

REQUEST:

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

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

Description of records requested:

# APPENDIX C: 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 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

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 D: 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.

## CITIZEN'S REQUEST FOR RECONSIDERATION FORM

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The trustees of Grand County Library District have established Program and Collection policies and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of an item addressed in the Program or Collection policies, please return this completed form to the executive director. Only completed forms provided to the executive director will initiate the reconsideration procedure. Please mail to GCLD Executive Director, PO Box 1050, Granby, CO 80446. **This document is a Record open to CORA requests and is not protected by Patron Privacy, CRS 24-90-119.**

### REQUEST INITIATED BY:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PROGRAM OR COLLECTION ITEM WHICH YOU ARE COMMENTING:

Type of Material (e.g. book, e-book, DVD, flyer, program, online database) \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer/Location \_\_\_\_\_

Publication Date/Date Accessed \_\_\_\_\_

### INFORMATION GATHERING:

What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

Have you examined (read, viewed, listened) the entire resource? If not, what sections did you review (please be specific, citing pages or time stamp)? \_\_\_\_\_

\_\_\_\_\_

What concerns you about this resource? \_\_\_\_\_

\_\_\_\_\_

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_  
\_\_\_\_\_

What action are you requesting GCLD take? \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This document is a Record open to CORA requests and is not protected by Patron Privacy, CRS 24-90-119/**  
Date received by executive director: \_\_\_\_\_ Notification of receipt sent: \_\_\_\_\_ Date response sent: \_\_\_\_\_

## Document Control

Document name	Policy Manual
Author	Tara Thompson
Department	Board of Trustees
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## Version Control

Version	Date	Amended by	Comments
1.0	2018-10-09	Stephanie Ralph	Adopted by BoT
1.1	2019-03-12	Tara Thompson	Amended formatting, verbiage consistencies. 3.8-addition of appeal process for revocation. 3.10-addition of open carry as rule, removed duplication. 3.11- remove parent signature requirement for minor card, addition of 12 & under card access. 3.14b-12 & under no fine. 3.15c-change “partnership” to collaboration. 8.1-capital equipment loans other than computers. 8.2-capital equipment disposal to match CRS 24-90-109. Appendix A: strategic Plan inserted. Appendix C: updated Central Service office hours. Appendix H: updated request form. Appendix I: addition of document control
1.2	2019-04-02	Tara Thompson	Attorney statute citations added. 1.2 added as District Status. 3.3 update to reflect amendments.

			3.5-eliminate verbiage regarding limitations. 3.6-remove non-resident fee card, replace with limited access. 3.11-clearer language. 3.19.c-update to Internet Safety. 4.4-update to Budget Reserve Policy and ED expectations. 4.6.b-code of ethics statutes added. 4.6.c-added appropriations clause. 8.2-removal of \$1000 for removal. Appendix B-cite correct statute. Appendix C-concise language. Appendix F-removal of CO Library Law.
1.3	2019-04-16	Tara Thompson	Updated with attorney statute citations. 1.2-remove “the” from library law. 3.6-eliminated resident/non-resident distinction. 3.9-remove appendix E and references. 3.11-added One-4-Fun as <12 card. 3.14b-added One-4-Fun as exception. Appendix A: Strategic Plan removed and referenced under 3.15a. Appendix E: Privacy of Library Patron Records removed as referenced 3.9. Updated Appendices accordingly.
2.0	2019-04-16	Tara Thompson	Approval by Board of Trustees
3.0	2019-09-11	Tara Thompson	Removal of overdue fine references, removal of reservation fees for meeting rooms. Update to Freesans font
4.0	2020-06-16	Polly Gallagher	3.9 Privacy policy more clearly defined with PII, retention, and

			destruction. 3.13.a. Donation of library materials updated to be more clear regarding acceptable items, donations to The Friends. 3.16 Social Media Policy added.
4.0	2020-06-16	Tara Thompson	Approval by Board of Trustees
4.1	2020-09-15	Polly Gallagher	3.11 increase age for One-4-Fun from 12 and under to 17 and under with borrowing privilege explanation.
4.1	2020-10-13	Tara Thompson	Approval by Board of Trustees
4.2	2021-09	Polly Gallagher	Update language in 2.4 per language on Friends website; Add live stream in 3.4; remove PPI information in 3.9 to identify what we collect rather than what we can collect; 3.11 remove confusing language; 5.3 include remove as part of collection development; 7.1 match Volunteer section to Employee section as both have handbooks;
4.3	2021-10	Polly Gallagher	Update 3.2 non-discrimination to include gender identity; Change language in 3.9 Privacy to “is defined in”. Approved at 2021-10 BoT meeting.
5.1	2023-05	Polly Gallagher	Update 3.5 Access to Resources and Appendix E to identify procedure and include collection, services, and programs. Update 4.6 and 4.6e to reflect changes of \$20,000 and \$120,000 based on inflation and state law going into effect August 2023. Remove 3.18 equipment use

5.1.1	2023-08-15	PG	Approved by GCLD Board of Trustees, 8/15/2023
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