

Regular Meeting of the Eaton Public Library Agenda

Wednesday, February 1, 2023 5:30 pm MST
Eaton Public Library Event Room, 132 Maple Avenue, Eaton, CO 80615

*The agenda is preliminary and subject to change by majority vote of the Board at the meeting.
Individuals requiring special accommodation to attend the meeting should advise the Library Director (970-673-7988) of their specific need(s) at least 48 hours before the meeting.*

Participants may join via Zoom: <https://us02web.zoom.us/j/87277174089?pwd=c25Mckt0TTR3QVp0ejRweityTEV5QT09>
Meeting ID: 872 7717 4089

Facilitator: Julie Finn, Acting President

Opening: Pledge of Allegiance

1. Call to order:

Julie Finn, Acting President	Maureen St. Peter	Laura Van Wyk
Michael Yancey	Andy Morehead	
Nomie Ketterling	Andrew Chadwick	

2. Introduction of Lyons Gaddis Attorney John Chmil

3. Introduction of New Staff

4. Additions or Deletions to Agenda / Approval of Agenda

5. Approval of Minutes –

- a. January 4, 2023, Regular Board Meeting

6. Friends of the Library

7. Reports

- a. President’s Report – Julie Finn
- b. Director’s Report – Amber Greene
- c. Financial Report- Amber Greene
- d. Committee Reports
 - i. Art Task Force – Nomie & Maureen

8. Old Business/Board Comments

- a. Capital Projects

9. New Business

- a. Policy and Bylaw Updates
- b. Art Task Force Sculpture Placement
- c. Trustee Vacancy
- d. Ethics Signature
- e. Trustee Professional Development Workshop
- f. Library Officer Special Election

10. Public Comment (3 minutes each)

Any individual who would like to speak is free to do so at this time. No other time will be allotted for public comments during the meeting. Each individual shall state their name, address, and title.

11. Adjournment

Next regular Eaton Public Library meeting, March 1, 2023, at 5:30 PM.

Minutes of the Regular Meeting of the Eaton Public Library

Wednesday, January 4, 2023
Eaton Public Library Event Room
132 Maple Avenue, Eaton, CO 80615

The regular monthly Eaton Public Library Board meeting was called to order by Julie Finn, Acting President at 5:36 pm with the Pledge of Allegiance.

All those in attendance recited the Pledge of Allegiance. Those in attendance were:

- Julie Finn, Vice President, Acting President
- Andrew Chadwick, Trustee
- Andy Morehead, Trustee
- Laura Van Wyk, Trustee
- Maureen St. Peter, Trustee
- Nomie Ketterling, Trustee
- Amber Greene, Library Director
- Rebecca Proctor, Executive Assistant
- Stacie Khoury, Assistant Manager
- Daniel Carey, Technology Coordinator
- Angie Martin, Library Associate
- Rebeca Cox, Library Associate

Trustee Michael Yancey was absent.

Additions or Deletions to Agenda / Approval of Agenda

Changes to the agenda were requested to move the staff introductions and Town of Eaton Handbook discussion to the start of the meeting. A motion was made by Trustee Ketterling to adjust the agenda. The motion was seconded by Trustee St. Peter, the motion carried.

Staff introductions were made by Director Greene

- Daniel Carey - IT Coordinator – started November 28, 2022
- Angie Martin – Youth Library Associate – started January 2, 2023
- Rebeca Cox – Adult & Tech Library Associate – started January 2, 2023

Lorna Younger, CPSHR contractor to The Town of Eaton presented an informational overview of the Town of Eaton Employee Handbook and Compensation Pay Policy. Upon the board's request, Lorna will review the library's pay scale in comparison to HPLD and provide follow-up information.

Approval of Minutes

Acting President Finn asked for any additions or corrections to the November 4, 2022, Regular Board Meeting minutes. None were voiced. A motion was made to approve the November 2, 2022, minutes as written by Trustee Chadwick. The motion was seconded by Trustee Morehead, the motion carried.

Friends of the Library Report

There is no report from the Friends of the Library at this time. The total amount collected from the Basket Auction will be reported at the February 2023 meeting. The Friends will be helping to take down the library's Christmas decorations.

President's Report – Acting President Finn

Acting President Finn stated that the library holiday and building closure list included in the board packet, and approved at November's meeting, needs a motion to clarify if closures and holidays are paid or unpaid time for staff. Trustee Morehead made the motion to clarify that the library closure and holiday dates are paid days for staff. The motion was seconded by Trustee St. Peter, the motion carried.

Acting President Finn stated that the bylaws have been sent to the attorney who will join the Board meeting on February 2, 2023. Updates will be presented at that meeting.

Director's Report – Director Greene

Director Greene shared an update on library programs and services at the end of the year, including many seasonal events and makerspace appointments. She updated the board on the behind the scenes efforts of staff to welcome our new Technology Services Coordinator, Daniel Carey, hire four Library Associate positions, receive final approval for the 2023 budget, and brainstorm our new 2023 Work Plan.

She thanked the Board for approving the team building event at Denver Zoo Lights, the staff holiday party food, and the staff Christmas gifts.

Trustees were encouraged to participate in professional development opportunities including the Colorado Library Consortium's upcoming 2023 Virtual Winter Workshop on February 23rd and 24th and the United for Libraries Trustee Academy available on-demand.

Operations

Director Greene shared that The Town of Eaton has assumed snow and ice removal for library sidewalks and parking lots. The library received recommendations and courses of action from CIRSA's annual property insurance walk-through and follow-up steps were shared. Meeting the Challenge, an ADA consulting company based in CO Springs, is scheduled to complete a facility audit in January 2023 to assess the library grounds and building and to provide accessibility compliance and improvement recommendations. The library received an annual inspection from the Eaton Fire Protection District in December 2022 and required actions were discussed prior to reinspection in 30 days.

Financial Report - Director Greene

The Eaton Town Council approved the library's 2023 budget on December 8, 2022. A full presentation can be found here: [https://townofeaton.colorado.gov/sites/townofeaton/files/documents/2023 Budget Power Point Resolution and Budget.pdf](https://townofeaton.colorado.gov/sites/townofeaton/files/documents/2023%20Budget%20Power%20Point%20Resolution%20and%20Budget.pdf).

Changes from the original proposed budget include an additional \$10,000 of property tax revenue, an additional estimated expense of \$35,000 for acquisition and installation of a generator, a reduction of \$12,000 in finalized personnel and insurance costs, and the addition of a Technology budget line to better reflect expenditures.

The HPLD Friends and Foundation has approved EPL's request for grant support for Libraries Transforming Communities: Accessible Small and Rural Communities grant application to improve accessibility of library services. The Weld Trust Foundation completed a site visit on Dec. 20th in consideration of a \$15,000 grant for 1,000 Books Before Kindergarten.

Space Planning Report

No report available.

Art Task Force Report

The task force has not met since November; their next meeting will be January 21, 2023, at 9:30 am at the library. The 2nd installment has been paid to the artist. The sculpture is on track to be installed during the artist's spring break as he is a teacher. It was suggested by acting President Finn that the library pay the final installment to the artist as the library's budget has the funds to do so. Trustee Van Wyk made the motion that the library pay the final \$10,000.00 to the artist. Trustee Morehead seconded the motion, the motion carried. Discussion followed regarding where the statue will be placed and the need for a motion from the board. Director Greene will ask Daniel Carey to do a to scale rendering of the statue in front of the library as well as in other locations. Director Greene offered to make a talking point sheet for the staff with Trustee Ketterling's input, to share information with interested stakeholders on the sculpture selection process and upcoming installation.

Old Business

Capital Projects

No discussion was held.

New Business

Space Planning - Appointment of new members

Acting President Finn commented that it would be good to continue to have a committee with the upcoming capital projects and she would like to have 2 or 3 volunteers to sit on this committee. Those volunteers were Maureen St. Peter, Andrew Chadwick, and Laura Van Wyk. Michael Yancey was also appointed to the committee.

Special election for officers

There is currently only one officer, and the board cannot continue to effectively function as is. The special election will be held on February 1, 2023, meeting via a nomination and verbal vote.

There was clarification regarding the secretary's role. There will still be a staff member taking minutes. The compiled minutes will be sent to the secretary & the president for review. The secretary role is more of a proof-read/approval role and will assist with necessary committee information and documentation.

High Plains Library District Service Agreement – "IGA"

The IGA begins on page 104 in the board packet. Every year in November an initial draft goes out to library directors from HPLD for review. In December the HPLD Library directors meet and discuss what works, what doesn't, what changes they'd like to see. In January a second draft is sent to the library directors from the HPLD director. The current agreement is working well with opportunities for improvement in IT, incident tracking, and new hire onboarding. The library's attorney is also reviewing and will provide their recommendations. The final draft will be available for review at the February 2023 meeting.

Library Director Evaluation – Executive Session

Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, Acting President Julie Finn moved that the regular public meeting of the Board of Eaton Public Library adjourn and that, upon an affirmative vote of at least two-thirds of the members present for this motion, the Board reconvene in executive session for the sole purpose of discussing the period of close review for Director Amber Greene as authorized by statute 24-6-402(4)f. Executive session began at 6:54 pm.

The executive session ended by motion by Trustee Chadwick and seconded by Trustee Van Wyk, motion carried.

Trustee Chadwick motioned that the Eaton Public Library Board grant Director Greene a 5% cost of living increase and a 2% merit increase. The motion was seconded by Trustee Ketterling, the motion carried with congratulations to Director Greene and the Board's thank you for all she has done so far.

Public Comment

There were no public comments made.

Adjournment

A motion was made by Trustee Ketterling to adjourn the meeting. The motion was seconded by Trustee Morehead, the motion carried, and the meeting was adjourned at 7:23pm. The next regular Eaton Public Library meeting, February 1, 2023, at 5:30 PM.

Respectfully submitted,

Rebecca Proctor

January Report from the Friends

The Friends of the Eaton Public Library met January 17th. There were ten people in attendance. We welcomed new member, Katie Luepschen. Dave reported that monies from the book sales totaled \$1177.58 during 2022. The sale of the Christmas baskets brought in approximately \$468.00. Amber updated us on all the activities the library has planned. It sounds like some exciting things are happening at our library. For several years the Friends have been giving away cuddle blanket bags for new babies born in our district. Because of Covid and other things, this was placed on the back burner. We do have five bags ready to be given out to new mothers, and the Eaton Methodist Church ladies group will be making more for future babies. The bags contain a blanket, book, and information to new mothers on the importance of reading to the babies. This should tie in nicely with the plan of reading 1000 books before kindergarten program. The Friends are willing to help with anything the library needs.

01/16/23

Friends of Eaton Public Library
Profit and Loss
January through December 2022

	<u>Jan - Dec '22</u>
Income	
Art Donation	0.00
Book sales	1,177.58
Functions	400.00
Scholarship donations	3,000.00
Total Income	<u>4,577.58</u>
Expense	
Licenses & Permits	10.00
scholarship	3,000.00
Supplies	302.29
Uncategorized Expenses	0.00
Total Expense	<u>3,312.29</u>
Net Income	<u><u>1,265.29</u></u>

01/16/23

Friends of Eaton Public Library
Balance Sheet
As of December 31, 2022

	<u>Dec 31, '22</u>
ASSETS	
Current Assets	
Checking/Savings	
New West	9,661.06
Total Checking/Savings	<u>9,661.06</u>
Total Current Assets	<u>9,661.06</u>
TOTAL ASSETS	<u><u>9,661.06</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	11,076.81
Retained Earnings	-2,681.04
Net Income	1,265.29
Total Equity	<u>9,661.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,661.06</u></u>

Director's Report

At the start of 2023, the Library began several new initiatives in support of building literacy and engaging community. Staff attended the annual meeting of the Eaton Historical Society and announced a joint partnership to digitize local history. Efforts to install a Storywalk at a local community park are underway, in collaboration with the Town. The addition of cultural events and activities to the Library's regular programming schedule include Loteria (family bingo), Spanish Conversations, and Bilingual Storytime.

Behind the scenes, staff were busy welcoming two new Library Substitutes, updating library technology, establishing a Safety Committee, and launching the Library's new 2023 Work Plan.

Included in this packet is the Library's 2022 Annual Report. This report shows library usage trending back upward toward pre-COVID numbers, both in visits and circulation. The library saw an additional 8,600 visits in 2023, a 44% increase over last year, which can largely be attributed to attendance of library programs. Attendance of in-house activities and events (storytimes, afterschool programs, book clubs, etc.) grew by over four times (an additional 7,000 attendees) that of last year. Outreach declined by 30% due to loss of key staff, discontinuation of events outside of the Library's service area, and reduction in school and community partnerships following COVID. Circulation saw a moderate increase, with an additional 6,300 items checked out or an 8% increase over 2021. Meeting room reservations nearly doubled and computer usage rose by 66%, with three times the usage of our early literacy stations.

Operations

Facilities: At the time of this report, the Library is scheduled for reinspection with the Eaton Fire District after a period of 30 days from initial inspection (January 21st). All initial areas of concern have been resolved including areas of egress, creation of an evacuation plan, servicing of fire extinguishers and basement wall repair. The fire alarm system has been updated with the addition of a cellular communicator to our current system. Greeley Lock and Key is working on an estimate to rekey the building and add fob entry access to all doors. HVAC maintenance and repair has been completed including replacement of the motherboard in the heating unit on the roof that controls the children's room, cleaning of the fireplace and movement of the thermostat in the Makerspace. A1 Heating has created an annual maintenance plan for the library including furnace and air conditioning services. Wember is working on a proposal to coordinate the Library's 2023 capital project list with a site visit scheduled for January 26th.

Staffing: Current vacancies include 1 FTE Outreach Librarian, .5 FTE Facilities, and .25 FTE Program Librarian. New substitute staff members Cassy Crawford and Many Geiger onboarded on January 30th to provide sick, vacancy and vacation coverage.



Eaton Public Library

2022 ANNUAL REPORT



EATON PUBLIC LIBRARY

132 Maple Avenue Eaton, CO 80615

<https://townofeaton.co/colorado.gov/library>

A Message From Our Director

In 2022, Eaton Public Library offered a full range of literacy programs, technology services, and information resources to our community. Over 28,000 visitors engaged with the library, averaging 100 people through our doors each day, representing all ages, backgrounds and abilities. Whether it was kids coming to the library afterschool, seniors attending a computer basics class, parents and toddlers enjoying storytime, community groups using a meeting room, or volunteers giving back, the library offered connections to information, support and, most importantly, to one another.

Looking back, the Library underwent great changes in the past year. As part of a rapidly growing community, our recently remodeled building has been designed to keep pace with the evolving needs of our users. This includes a brand-new Makerspace equipped with creative technology for graphic design, 3D printing and laser cutting, as well as additional meeting and community gathering spaces. New programs and events were also added to support digital literacy, cultural activities, civic engagement and afterschool resources. Finally, new leadership and staffing joined the library following the retirement of our former Library Director and the addition of three new Library Board members.

The result has been an exciting time of growth, collaboration and community impact. The Library saw a 44% increase in visits over last year, including over 700 meeting room reservations and 3,000 computer sessions. Local partnerships expanded the Library's reach to include 2,000 snacks distributed to afterschool youth with Weld County Food Bank, over 1,000 diapers donated to caregivers with Weld Diaper Bank, and hundreds of prizes and giveaways awarded to Summer Reading participants by local businesses. Library volunteers made a difference with 196 hours donated to sorting books, creating care kits, and assisting with programs.

In all, the Library had an incredible year because of the incredible public we serve. The dedication and support of our patrons, board, volunteers and staff continue to grow our Library into the future as part of what makes the Town of Eaton the long-standing, vibrant community it is. We look forward to another fantastic year of building relationships and supporting literacy with each of you!

Sincerely,

Amber Greene

Eaton Public Library Director

Mission

The mission of the Eaton Public Library is to provide professional library services and resources to meet the evolving educational, recreational, and informational needs of the public in an historical setting.

Vision

The Eaton Public Library will be recognized as a resource center for print, media, and electronic materials as well as a technology center where equipment, support and information sources are provided.

Board of Trustees

Julie Finn

Maureen St. Peter

Laura Van Wyk

Michael Yancey

Andy Morehead

Nomie Ketterling

Andrew Chadwick

The Eaton Public Library hosted a number of new and unique community programs, including making contact with the International Space Station, volunteer service projects, financial literacy classes, and reading with therapy dogs.



The Makerspace at the Eaton Public Library is a technology hub for our community. We are proud to offer one on one technology appointments, computer basics classes, and Makerspace tutorials.

Our Librarians are busy adding a wide selection of materials to our dynamic and expansive collection of over 31,000 items. No matter your age or reading preferences, you will always be able to find something that piques your interest.



Fiscal Year 2022

ANNUAL REPORT SNAPSHOT

2022 Revenue: **\$1,189,168**

Our Revenue comes from three main sources: Grant Proceeds, Donations, and Property Taxes.

Grant Proceeds: \$3,810

Donations and other: \$38,568

Property Taxes: \$1,146,789

2022 Expenditures: **\$723,813**

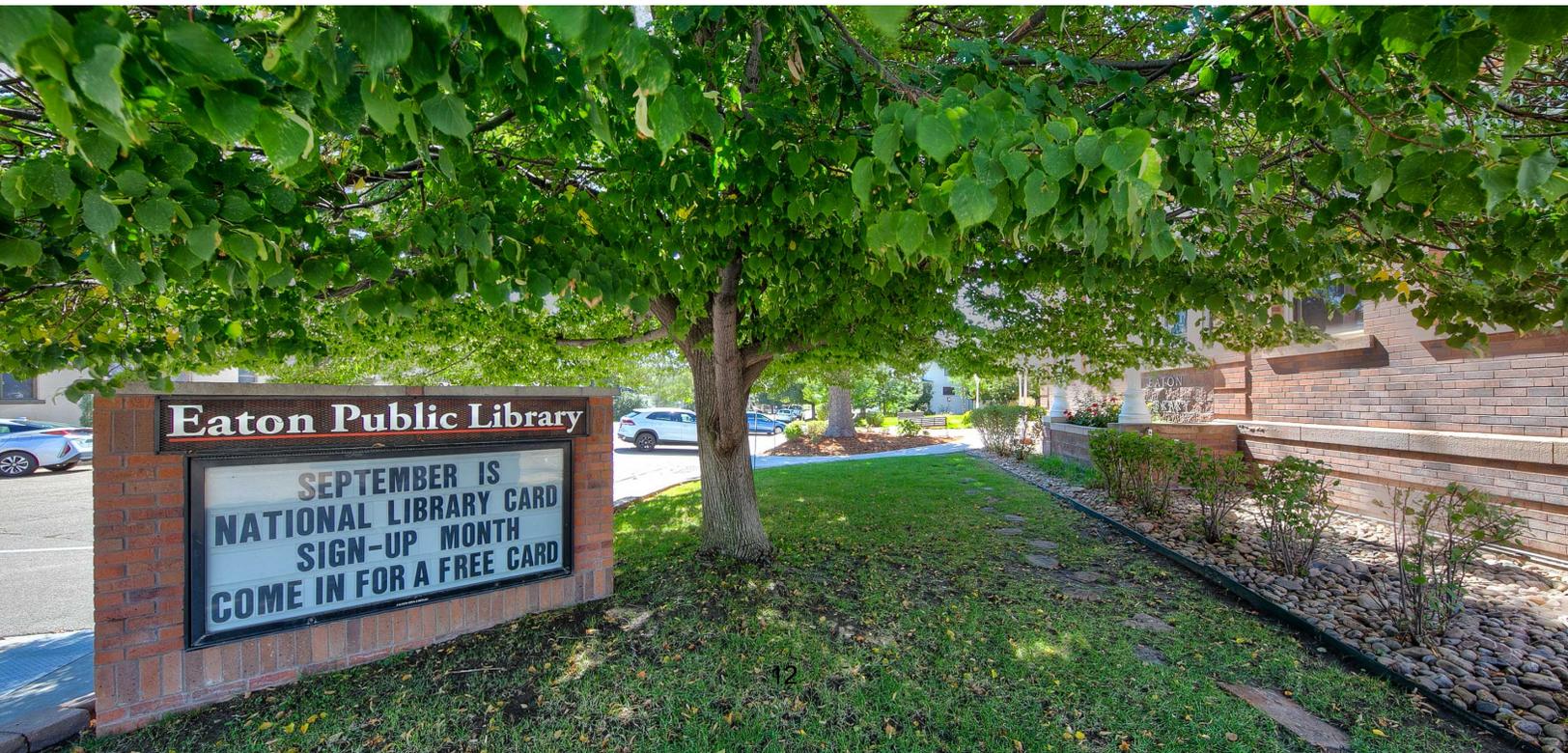
Our Expenditures are allocated to four main areas: Programming, Library Materials, Operations, and Personnel.

Library Materials: \$32,498

Programming: \$32,822

Operations: \$252,165

Personnel: \$406,326



Annual Library Impact

78,378
**Physical Materials
Circulated**

7,397
**Digital Materials
Circulated**

755
Number of Programs

8,734
Program Attendees

783
**Summer Reading
Participants**

708
Meeting Room Usage

28,349
Library Visits

2,580
Outreach Attendees

3,044
Computer Sessions

2,078
Unique Wifi Sessions

129
**Makerspace
Appointments**

196
**Volunteer Hours
Donated**

1,170
Diapers Distributed

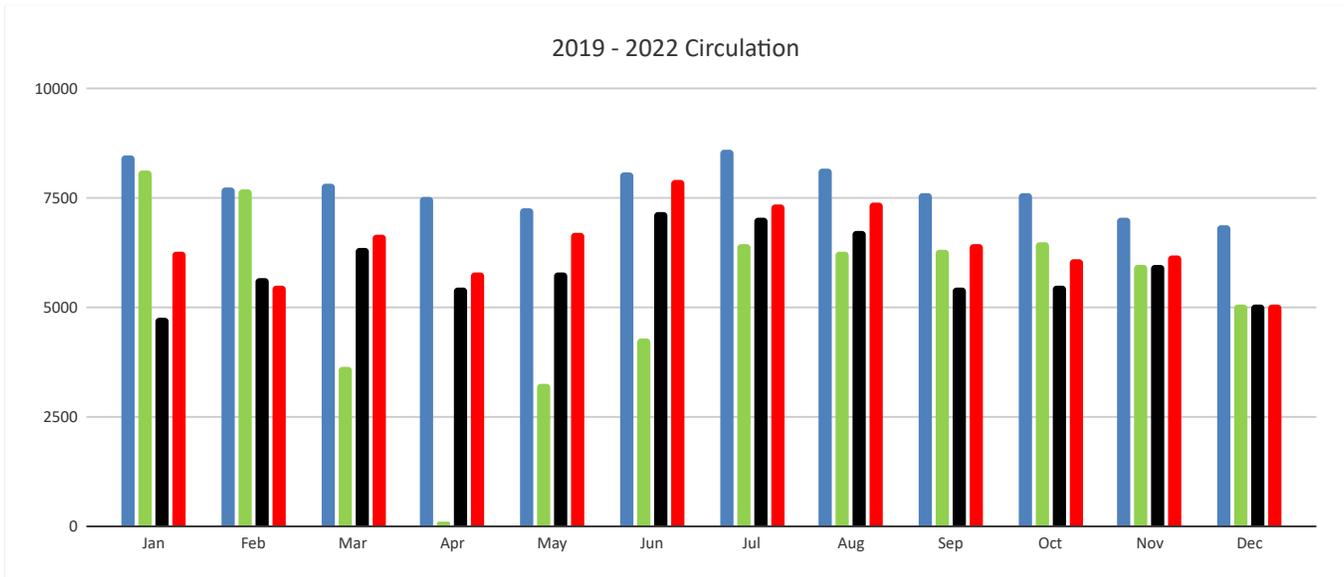
2,192
**After- School
Snacks Distributed**

799
Summer Meals



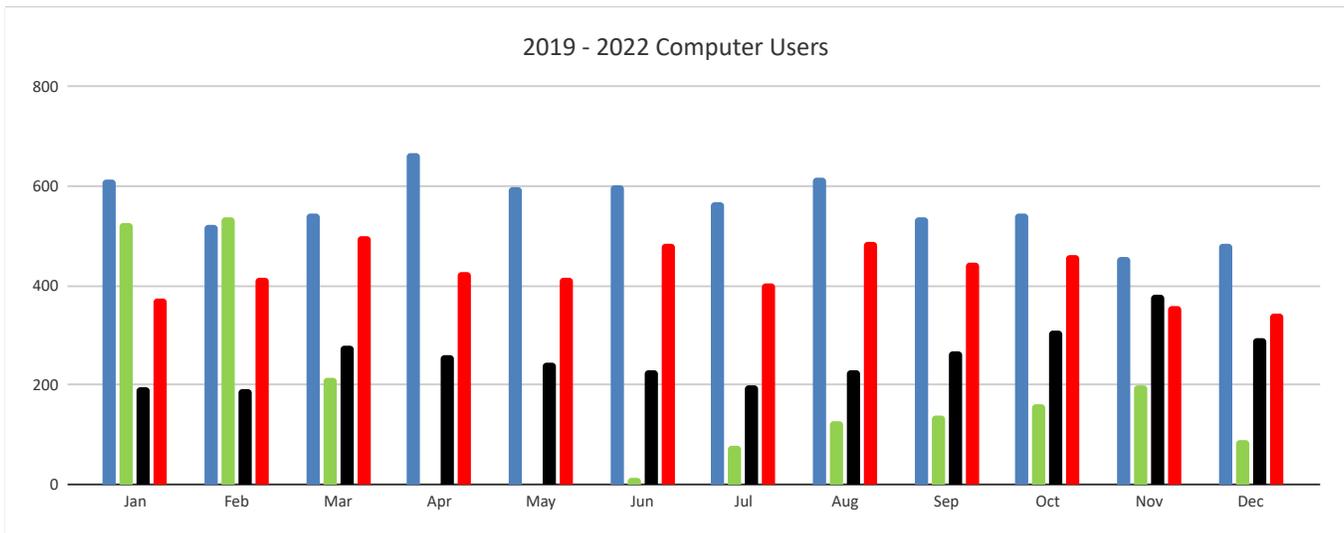
Eaton Public Library 2019, 2020, 2021 & 2022 Statistics

Circulation



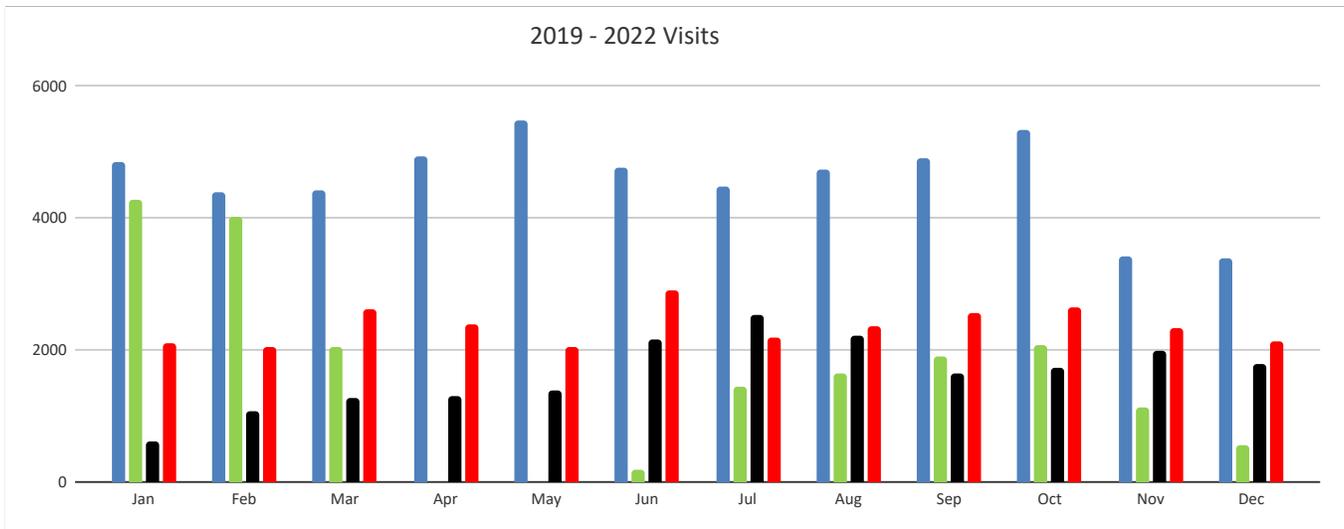
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	8,475	7,734	7,818	7,543	7,253	8,081	8,615	8,160	7,596	7,629	7,051	6,862	92,817
2020	8,121	7,706	3,650	97	3,242	4,305	6,443	6,281	6,299	6,497	5,966	5,074	63,681
2021	4,786	5,680	6,375	5,472	5,784	7,175	7,073	6,743	5,476	5,484	5,990	5,089	71,127
2022	6,281	5,504	6,680	5,795	6,711	7,938	7,343	7,406	6,438	6,096	6,186	5,064	77,442

Computer Users



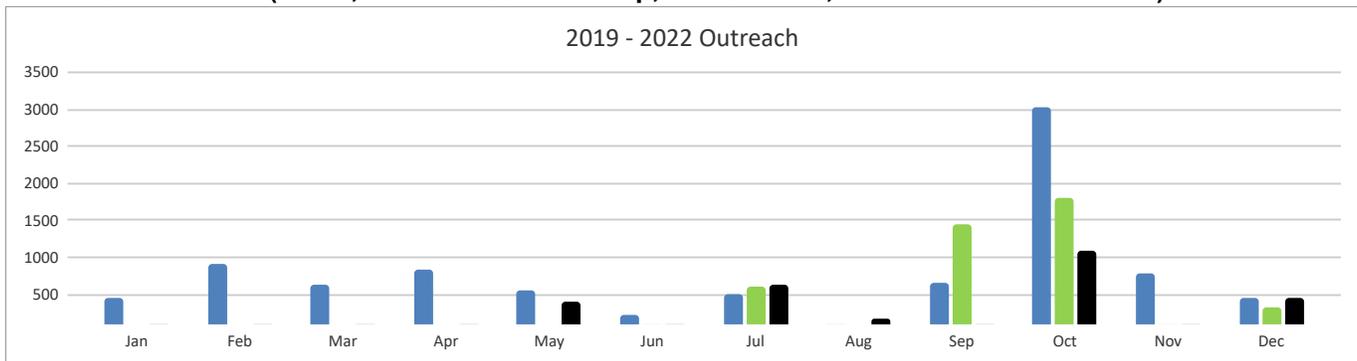
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	613	522	545	668	600	601	568	618	538	546	457	485	6,761
2020	526	538	215	0	0	13	78	128	139	160	199	91	2,087
2021	195	192	280	260	244	229	199	229	268	310	382	295	3,083
2022	373	416	500	428	416	486	403	488	447	461	359	345	5,122

Visits



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	4,861	4,398	4,406	4,925	5,475	4,753	4,485	4,743	4,903	5,344	3,408	3,401	55,102
2020	4,273	4,007	2,036	0	0	197	1,436	1,633	1,908	2,073	1,121	563	19,247
2021	616	1,078	1,263	1,316	1,375	2,159	2,545	2,232	1,657	1,743	1,976	1,777	19,737
2022	2,103	2,041	2,621	2,399	2,041	2,892	2,195	2,350	2,572	2,658	2,337	2,140	28,349

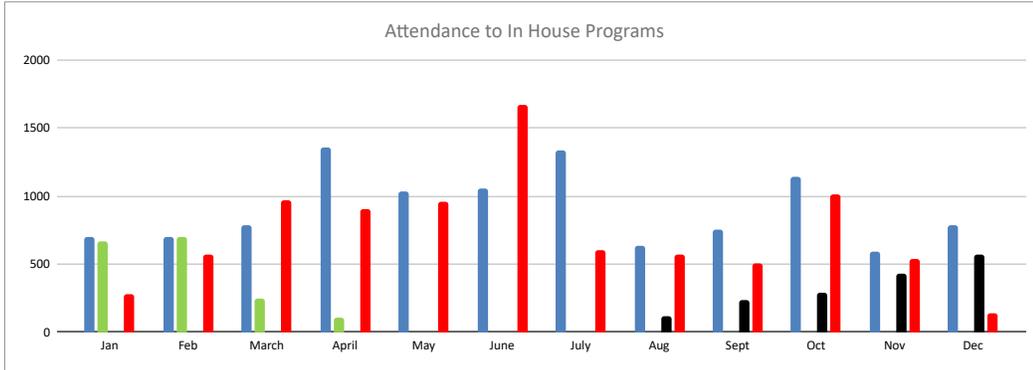
OUTREACH (EELC, Faith Preschool Coop, Classrooms, Information Distribution)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	466	907	641	838	563	237	507	85	670	3017	775	466	9,172
2020	796	583	344	2									1,725
2021						75	612		1450	1815	7	322	4,281
2022	22	43	63	5	400	20	623	167	64	1083	40	464	2994

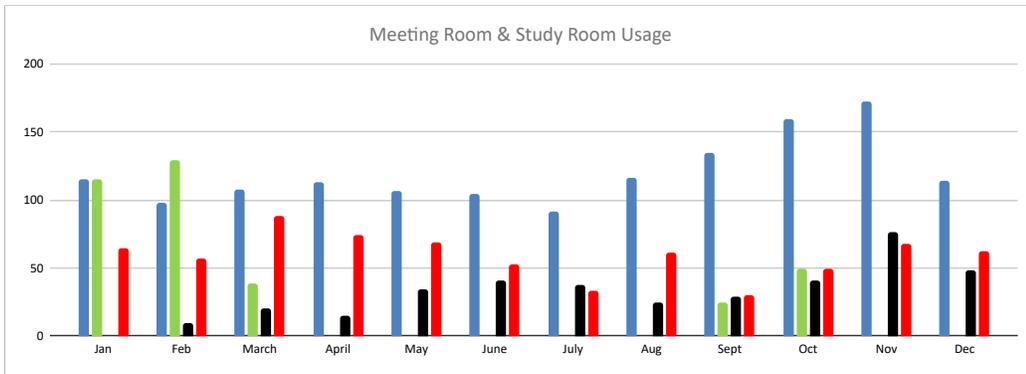
Eaton Public Library 2019, 2020, 2021 & 2022 Statistics

In house Programs



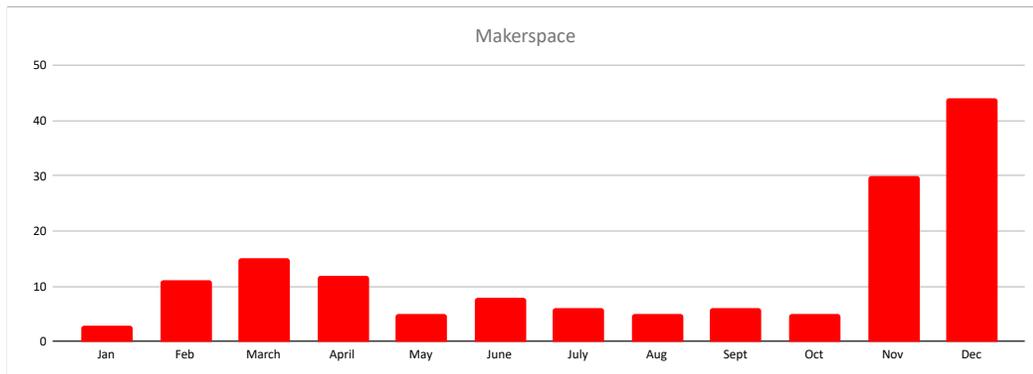
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2019	695	703	786	1354	1030	1056	1331	632	750	1144	590	786	10,857
2020	670	697	249	104									1,720
2021								114	234	286	436	570	1,640
2022	283	572	966	902	964	1670	600	576	506	1015	541	139	8,734

Meeting Room & Study Room Usage (non-library)

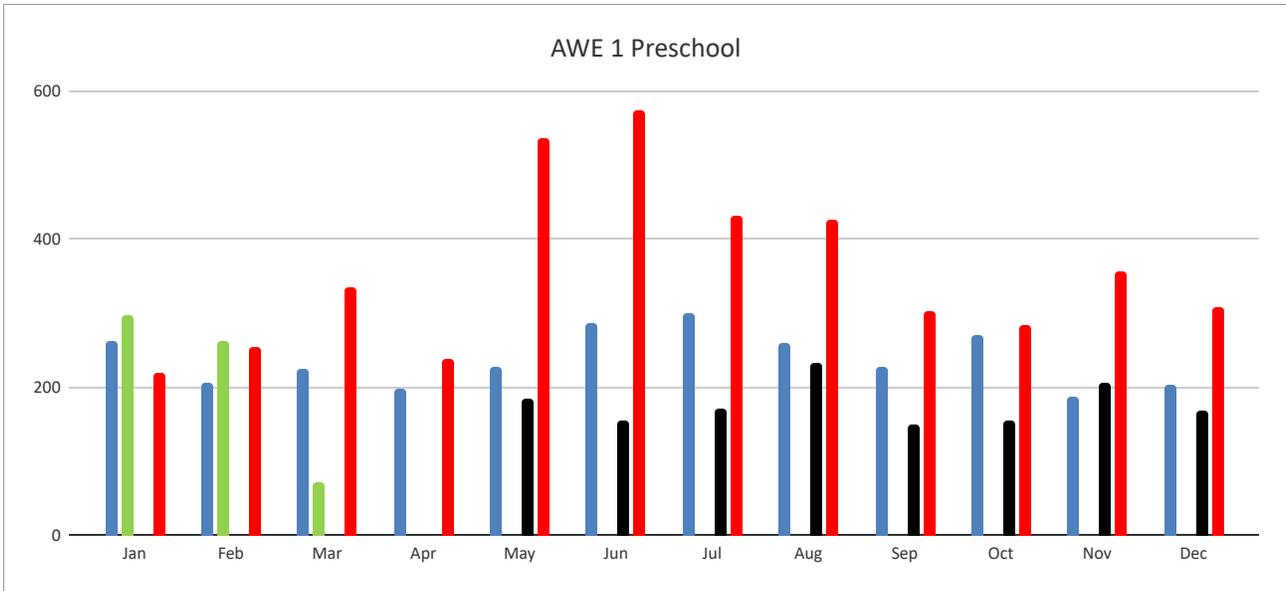


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2019	115	98	108	113	107	105	92	116	135	159	172	114	1,434
2020	115	129	39	0					25	50	0	0	358
2021	0	10	20	15	34	41	38	25	29	41	76	48	377
2022	65	57	88	74	69	53	33	61	30	50	68	63	711

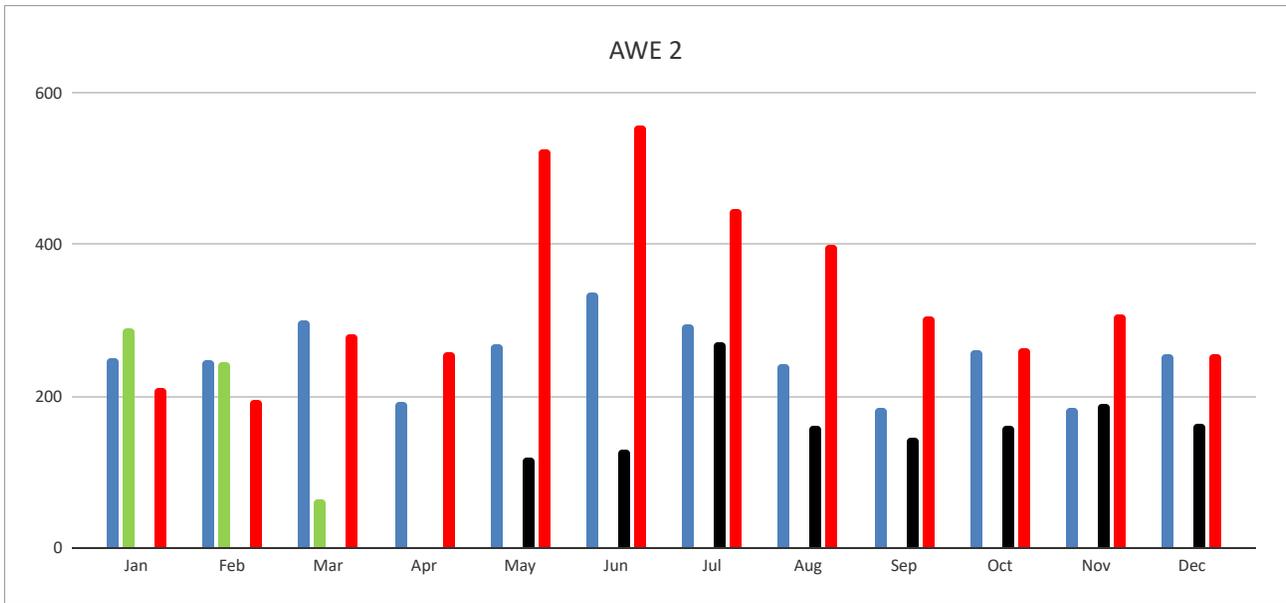
Makerspace



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
2022		3	11	15	12	5	8	6	5	6	5	30	44	150



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 1 2019	263	207	226	198	227	287	301	259	228	270	186	203	2,855
AWE 1 2020	296	261	72	0	0	0	0	0	0	0	0	0	629
AWE 1 2021	0	0	0	0	185	155	171	233	150	156	206	167	1,423
AWE 1 2022	218	253	335	238	536	574	432	426	302	285	357	308	4,264



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AWE 2 2019	249	248	300	193	268	337	295	242	184	260	184	255	3,015
AWE 2 2020	289	244	65	0	0	0	0	0	0	0	0	0	598
AWE 2 2021	0	0	0	0	119	129	272	162	146	160	189	165	1,342
AWE 2 2022	211	195	283	257	525	558	448	399	305	263	309	256	4,009

FREE AFTERSCHOOL SNACKS
MONDAY-FRIDAY
3:30-5:00!

FEBRUARY

@EPLSTAFF@HIGHPLAINS.US
 EATON PUBLIC LIBRARY
 EATONCOLIBRARY
 970-454-2189

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 SNOWMAN STORYTIME @ 10 am BUDGETING 101 @ 2 pm GLOWFORGE LASER CUTTING CLASS @ 2 pm	2 CRAFTS WITH MISS ANGIE @ 10am ANIME CLUB @ 5 pm	3 WIGGLE WORMS @10 am DUNGEONS AND DRAGONS @ 4 pm	4
6 TALES TO TAILS WITH LEXI @ 10 am	7 BABY LAPSIT @ 10 am COMPUTER BASICS @ 11 am YARN YAKKERS @ 1 pm TALES TO TAILS WITH ZEB @ 4 pm	8 POLICE OFFICER STORYTIME @ 10 am GLOWFORGE LASER CUTTING CLASS @ 2 pm	9 IT'S ELECTRIC! @ 4 pm	10 WIGGLE WORMS @ 10 am VALENTINE'S BUTTON ART @ 5 pm	11 VALENTINE'S DAY CARD PARTY @ 11 am - 1 pm
13 TALES TO TAILS WITH LEXI @ 10 am	14 COMPUTER BASICS @ 11 am YARN YAKKERS @ 1 pm CHOCOLATE COVERED PRETZLES @ 4 pm TALES TO TAILS WITH ZEB @ 4 pm	15 BILINGUAL STORYTIME @ 10 am GLOWFORGE LASER CUTTING CLASS @ 2pm LEGO CLUB @ 4 pm	16 CRAFTS WITH MISS ANGIE @ 10 am SPANISH CONVERSATION HOUR @ 2 pm	17 WIGGLE WORMS @10 am DUNGEONS AND DRAGONS @ 4 pm	18 CHEYENNE ZOOMOBILE @ 2 pm & @ 3 pm REGISTRATION IS REQUIRED
20  LIBRARY CLOSED	21 BABY LAPSIT @ 10 am COMPUTER BASICS @ 11 am YARN YAKKERS @ 1 pm TALES TO TAILS WITH ZEB @ 4 pm	22 MOTHER GOOSE STORYTIME @ 10 am INSPIRATIONAL BOOK CLUB @ 1 pm GLOWFORGE LASER CUTTING CLASS @ 2 pm	23 LOTERIA @ 5:30 pm	24 WIGGLE WORMS @10 am SNACK AROUND THE WORLD: JAPAN @ 5 pm	25 MESSY ART @11 am MINECRAFT PARTY @ 1 pm REGISTRATION REQUIRED
27 TALES TO TAILS WITH LEXI @ 10 am	28 COMPUTER BASICS @ 11 am YARN YAKKERS @ 1 pm TALES TO TAILS WITH ZEB @ 4 pm				 EATON PUBLIC LIBRARY

KIDS TEENS FAMILY ADULT



PETTY CASH

Year/Month: 2023 January

Date	Description	+	-	Comments / Code
	Starting balance	\$ 150.00		
	monies received			
	<i>DEPOSIT</i>	\$ -		
	In drawer	\$ 150.00		

Payments

Date	Petty Cash - Paid Out			Comments
	Total	\$ -		

Date	Other Activity	+/-		Comments



 Supervisor's Signature

1/23/23

 Date

EPL committee report form

EPL: ART TASK FORCE Meeting Date(s): 1/21/23

Members Attending:

Tom S., David, Shan, Katy, Maureen,
Nemie - Amber - Julie F.

Type of Committee Report:

- Reporting/updating
- Recommending Board action
- Recommending policy change(s)

Brief statement of committee issue / area reporting:

- Statue to be placed in Eaton Mar 2023
- Great article in NW Herald 12/15/22
- Gift basket @ auction raised \$65.
- Katy attended Jan Friends meeting.

Brief background information and possible impact of issue / area (examples - Why is it an issue? Will funding, staff utilization, services and / or facility changes be necessary?):

- EPL Board voted to pay the final \$10k to artist

• Discussion of location of placement of statue - U "recommendaation to Board from committee": front of building.

Recommendation for Board action, if any (state in the form of motion(s) to be acted upon by the full board):

- Discussion of base for piece: size, materials, cost & location
Donor Recognition - list on poster, media promotion & permanent plaque -
(include committee members, name of artist & piece)

Please keep the report to one page. Please return this committee report to the executive director at least ten days prior to the Board meeting.

Questions? Contact committee chair:

Phone:

970 381 3417

Email:

nickketterli@aol.com

Submit via email to bcarns@highplains.us

Next meeting: - Invite to attend.
Feb 1st Board meeting
-21 ATF - Feb 4th, 10AM
SAT!



The Eaton Public Library Bylaws (Revised on February 1, 2023)

Article 1 Authority.

“The Eaton Public Library” is a public library existing by virtue of, and with the powers authorized by, the Colorado Library Law, Section 24-90-101, *et seq.*, C.R.S. (the “Library”). The Board of Trustees (the “Board”) exercises its powers and authority, and assumes the responsibilities and obligations delegated to it, under Section 24-90-109, C.R.S. All powers, privileges and duties vested in, or imposed upon, the Library by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the Library any or all administrative and ministerial powers. Board authority lies with the entire board, not individuals who serve on the board. The Bylaws are intended to be consistent with the Library Law at all times and any changes to the Library Law shall automatically be deemed incorporated into these Bylaws.

Article 2 Board of Trustees.

Section 1. Appointment. The Board shall consist of seven (7) library trustees (“Trustee(s)”) who must reside in the Library Service Area (Weld RE – 2 School District) boundaries.

- a. Trustees shall be appointed by the Board of Trustees of the Town of Eaton (“Town Board”).
- b. The Board shall conduct interviews and shall refer individuals to the Town Board for appointment by a majority vote.

- c. Trustees shall serve no more than two (2) consecutive five-year terms, which shall be staggered.
- d. Trustees appointed to fill an unexpired term shall serve for the remainder of the unexpired term and may be reappointed to two additional terms if the unexpired term is less than twenty-four months.
- e. The Board may establish liaison positions for youth or other community members. These positions shall be non-voting members and be appointed to a 1-year term.

Section 2. Vacancies. A vacancy shall exist when a term expires or when a Trustee submits his or her written resignation to the Board. Vacancies shall be filled for the remainder of the unexpired term as soon as possible.

a. If a Trustee desires to continue serving on the Board after an initial term, such Trustee shall submit a letter of intent to continue serving on the Board at least sixty (60) days prior to the end of the term. The letter of intent may be sent electronically and shall be made part of the public record. The Board shall then vote on the request for reappointment, except that the Trustee seeking reappointment shall not participate in the vote, and, upon the affirmative vote of a majority of the Trustees eligible to vote, recommend reappointment of such Trustee to the Town Board for approval without seeking additional applicants.

b. If a Trustee resigns or does not desire reappointment, the Library Director shall publish a notice of vacancy in the local newspaper. Interested parties may submit an application to the Board. The Board shall thereafter review applications and recommend a candidate(s) to the Town Board for appointment to the Board.

Section 3. Salaries/compensation. Trustees shall not receive a salary or other compensation for service as a Trustee but shall be entitled to recovery of actual expenses incurred on behalf of the Library upon approval of the Board, in its discretion.

Section 4. Meeting Attendance. Trustees are expected to and shall attend scheduled Board meetings. If a Trustee intends to be absent from a scheduled meeting, the Trustee shall notify the President and the Library Director in advance.

Section 5. Removal of Trustees. Upon the affirmative vote of a majority of the entire Board upon a showing of “good cause,” the Board may recommend removal of a Trustee to the Town Board.

For purposes of these Bylaws, “good cause” for removal includes, but is not limited to, the following conduct by a Trustee:

- a. Absence from three consecutive regular meetings or more than fifty percent (50%) of the regular or special meetings in a 12-month period; except that, if the Board approves additional absences and such approval is entered upon the minutes, then additional absences shall be excused and shall not be the basis for removal;
- b. Personal conflicts of interest that prevent effective performance of the Trustee’s duties and obligations;
- c. Inability to perform the duties of the office;
- d. Conviction of a felony offense while in office;
- e. Misappropriation of Library funds or property;
- f. Violation of the Code of Ethics for public officials as set forth in Section 24-18-101, *et seq.*, C.R.S., as amended; or,
- g. Commission of acts involving moral turpitude.

Section 6. Officers. The Board shall select the following officers from the Trustees: President, Vice-President and Secretary. The officers shall be elected in April of each year and serve for an unlimited number of one (1) year terms. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office. The Vice-President shall perform the duties of President in the absence of the President. In the event of the absence or inability to act of both the President and Vice-President, the remaining members shall select some other member of the Board to temporarily perform the duties of the President. Library staff shall keep a careful record of the official acts of the Board and shall prepare the minutes of the meetings for review by the President and Secretary. An officer may be removed by majority vote of the Board if the officer fails to perform the required duties or if removal is otherwise determined to be in the best interests of the Board. If a vacancy occurs in an officer position, the remaining Board members shall hold a special officer election to select a successor(s). The successor shall serve in the officer position until the next regular officer election in April.

Section 7. Fiduciary Responsibility/Financial Policies. The Board may adopt and amend financial policies from time to time.

- a. Each calendar year, the Library Director and the Budget Committee shall prepare a draft of the annual budget and provide such draft to the Board. Upon approval by the Board, and no later than November 31st of any given year, the budget shall be presented to the Town Board for the Town Board's final consideration and approval.
- b. The Town of Eaton provides financial and bookkeeping services to the Library utilizing the funds apportioned to the Library from the mill levy imposed by the High Plain Library District. The Library Board agrees to adhere to the Town's adopted financial policies including but not limited to purchasing, investing and accounting policies. The funds are

audited yearly as part of the Town of Eaton’s annual audit. The Town of Eaton has authority to access funds and sign checks on behalf of the Library as needed to administer the budget approved by the Town Board.

- c. At the close of each year, the Board shall make a report to the Town Board and to the Board of Trustees of High Plains Library District showing the financial condition of the Library during the calendar year, the sums of money expended and the purposes of the expenditures, the number of books added, retired and loaned out during the year, and such other statistics and information as the Board deems of public interest.

Article 3 Meetings

Section 1. Regular Meeting Dates and Time. Regular meetings of the Board shall be conducted six times per year. The Board shall designate a date, time and location accessible to the public for each meeting. All meetings shall be held in accordance with Colorado Open Meeting Laws C.R.S. 24-6-401 and 24-6-402 and shall be open to the public. However, a closed executive session may be called at any meeting of the Board in accordance with the Open Meetings Law. Notice of the meeting, including a specific agenda, shall be posted in areas accessible to the public no less than twenty-four hours prior to any meeting. The notice posting location(s) shall be designated by the Board at its first meeting of each year.

Section 2. Special meetings. Special meetings may be called as necessary by the President.

Section 3. Conduct of Meetings. All meetings shall be conducted with parliamentary procedure as a guide. The President or the President’s designee shall preside over all meetings.

- a. The meeting agenda shall be sent to Trustees in advance of each Board meeting. The regular meeting agenda shall include roll

call, approval of minutes, new business, old business, the Library Director's report, committee reports, if any, and public comment. Minutes shall be taken at each meeting and posted in areas accessible to the public.

b. Except for matters otherwise on the agenda, comments by members of the public shall be limited to three minutes and made only during the "public comment" portion of the meeting, unless additional opportunity is given at the Board's discretion. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or other lawful action taken against such person(s).

Section 4. Quorum. A quorum for transaction of business shall consist of a majority of the Board. The President shall be counted in the calculation of a quorum. Any Trustee attending remotely shall also be counted in the calculation of a quorum.

Section 5. Remote Attendance. Any one or more Trustees may attend a meeting remotely with the advanced approval of the President. Any Trustee attending a meeting remotely must have all meeting materials available to them and be able to meaningfully take part in the meeting process (i.e., hear and be heard). The President may also determine that a meeting may be held entirely through remote means as long as the public is provided the appropriate information to attend the remote meeting in the Notice of the meeting.

Article 4 Library Director and Staff.

The Board shall hire a Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall hire and specify the duties of all other employees and resolve all personnel issues in compliance with the Town of Eaton employee handbook. The Board shall not direct the work of

employees or otherwise be involved in personnel issues below the position of Library Director. The Library Director shall be responsible for the proper direction and supervision of the staff, oversight of Library's indebtedness, care and maintenance of Library property, adequate and proper selection of books and materials, efficiency of Library service to the public, and financial operation within the limitations of the budgeted appropriation with guidance from the Board and consistent with Library Policy.

Article 5 Committees

Section 1. Appointment of Committees. The President shall appoint committees of one or more Trustees for such specific purposes as the business of the Board may require.

Section 2. Report of Committees. Committees shall make a progress report to the Board at each of its meetings.

Section 3. Powers of Committees. Committees shall have no powers other than advisory powers, except that the Board may delegate specific tasks to the committees.

Section 4. Notice. Committee meetings comprised of three (3) or more Trustees shall be noticed and posted at least 24 hours in advance together with an agenda. Furthermore, any meeting of a formal committee that is delegated decision-making authority by the Board shall be noticed as a public meeting regardless of the number of Trustees on the committee.

Section 5. Dissolution. Committees shall be dissolved upon completion of their purposes and after a final report to the Board.

Article 6 General

Section 1. Board Actions. Unless otherwise set forth in these Bylaws, the affirmative vote of a majority of the Trustees when a quorum is present shall be necessary to approve any Board action.

Section 2. Amendment of Bylaws. These Bylaws may be amended by a majority vote of the entire Board. Written notice of proposed amendments shall be provided to all Trustees at least five (5) days prior to the meeting at which such action is proposed.

Section 3. Suspension of Rules. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, shall be approved by a majority of the entire Board.

Section 4. Adoption of Policies. The Library Board may adopt policies governing Library use, collections, programs and services, and any other matters deemed necessary by the Board consistent with Town policies and applicable law.

Section 5. Powers and Duties. The powers and duties of the Board are further outlined and defined in Section 24-90-109, C.R.S.

PASSED, SIGNED, APPROVED, AND ADOPTED this __ day of _____, 2021.

EATON PUBLIC LIBRARY

Julie Finn, Acting President

Attest:

Michael Yancey, Trustee



The Eaton Public Library Bylaws

(Revised on ~~February 3, 2021~~ February 1, 2023)

Article 1 Authority.

“The Eaton Public Library” is a public library existing by virtue of, and with the powers authorized by, the Colorado Library Law, Section 24-90-101, *et seq.*, C.R.S. (the “Library”). The Board of Trustees (the “Board”) exercises its powers and authority, and assumes the responsibilities and obligations delegated to it, under Section 24-90-109, C.R.S. All powers, privileges and duties vested in, or imposed upon, the Library by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the Library any or all administrative and ministerial powers. Board authority lies with the entire board, not individuals who serve on the board. The Bylaws are intended to be consistent with the Library Law at all times and any changes to the Library Law shall automatically be deemed incorporated into these Bylaws.

Article 2 Board of Trustees.

Section 1. Appointment. The Board shall consist of seven (7) library trustees (“Trustee(s)”) who must reside in the Library Service Area (Weld RE – 2 School District) boundaries.

- a. Trustees shall be appointed by the Board of Trustees of the Town of Eaton (“Town Board”).
- b. The Board shall conduct interviews and shall refer individuals to the Town Board for appointment by a majority vote, ~~pursuant to the process set forth in these bylaws.~~

c. Trustees shall serve no more than two (2) consecutive five-year terms, which shall be staggered.

d. Trustees appointed to fill an unexpired term shall serve for the remainder of the unexpired term and may be reappointed to two additional terms if the unexpired term is less than twenty-four months.

~~e.~~ The Board may establish liaison positions for youth or other community members. These positions shall be non-voting members and be appointed to a 1-year term.

Section 2. Vacancies. A vacancy shall exist when a term expires or when a Trustee submits his or her written resignation to the Board. Vacancies shall be filled for the remainder of the unexpired term as soon as possible.

a. If a Trustee desires to continue serving on the Board after an initial term, such Trustee shall submit a letter of intent to continue serving on the Board at least sixty (60) days prior to the end of the term. The letter of intent may be sent electronically and shall be made part of the public record. The Board shall then vote on the request for reappointment, except that the Trustee seeking reappointment shall not participate in the vote, and, upon the affirmative vote of a majority of the Trustees eligible to vote, recommend reappointment of such Trustee to the Town Board for approval without seeking additional applicants.

b. If a Trustee resigns or does not desire reappointment, the Library Director shall publish a notice of vacancy in the local newspaper. Interested parties may submit an application to the Board. The Board shall thereafter review applications and recommend a candidate(s) to the Town Board for appointment to the Board.

Section 3. Salaries/compensation. Trustees shall not receive a salary or other compensation for service as a Trustee but shall be entitled to recovery of actual expenses incurred on behalf of the Library upon approval of the Board, in its discretion.

Section 4. Meeting Attendance. Trustees are expected to and shall attend scheduled Board meetings. If a Trustee intends to be absent from a scheduled meeting, the Trustee shall notify the President and the Library Director in advance.

Section 5. Removal of Trustees. Upon the affirmative vote of a majority of the entire Board upon a showing of “good cause,” the Board may recommend removal of a Trustee to the Town Board.

For purposes of these Bylaws, “good cause” for removal includes, but is not limited to, the following conduct by a Trustee:

- a. Absence from three consecutive regular meetings or more than fifty percent (50%) of the regular or special meetings in a 12-month period; except that, if the Board approves additional absences and such approval is entered upon the minutes, then additional absences shall be excused and shall not be the basis for removal;
- b. Personal conflicts of interest that prevent effective performance of the Trustee’s duties and obligations;
- c. Inability to perform the duties of the office;
- d. Conviction of a felony offense while in office;
- e. Misappropriation of Library funds or property;
- f. Violation of the Code of Ethics for public officials as set forth in Section 24-18-101, *et seq.*, C.R.S., as amended; or,
- g. Commission of acts involving moral turpitude. ~~that offend commonly accepted principles of honesty and decency.~~

Section 6. Officers. The Board shall select the following officers from the Trustees: President, Vice-President, and Secretary. The officers shall be elected in April of each year and serve for an unlimited number of one (1) year terms. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office. The Vice-President shall perform the duties of President in the absence of the President. In the event of the absence or inability to act of both the President and Vice-President, the remaining members shall select some other member of the Board to temporarily perform the duties of the President. ~~The Secretary~~ Library staff shall keep a careful record of the official acts of the Board and shall prepare the minutes of the meetings for review by the President and Secretary. An officer may be removed by majority vote of the Board if the officer fails to perform the required duties or if removal is otherwise determined to be in the best interests of the Board. If a vacancy occurs in an officer position, the remaining Board members shall hold a special officer election to select a successor(s). The successor shall serve in the officer position until the next regular officer election in April.

Section 7. Fiduciary Responsibility/Financial Policies. The Board may adopt and amend financial policies from time to time.

- a. Each calendar year, ~~the~~ the Library Director and the Budget Committee shall prepare a draft of the annual budget and provide such draft to the Board. Upon approval by the Board, and no later than ~~October 10~~ November 31st of any given year, the budget shall be presented to the Town Board for the Town Board's final consideration and approval.
- b. The Town of Eaton provides financial and bookkeeping services to the Library utilizing the funds apportioned to the Library from the mill levy imposed by the High Plain Library District. The Library Board agrees to adhere to the Town's adopted financial policies including but not limited to

purchasing, investing and accounting policies. The funds are audited yearly as part of the Town of Eaton's annual audit. The Town of Eaton has authority to access funds and sign checks on behalf of the Library as needed to administer the budget as approved by the Town Board.

- c. At the close of each year, the Board shall make a report to the Town Board and to the Board of Trustees of High Plains Library District showing the financial condition of the Library during the calendar year, the sums of money expended and the purposes of the expenditures, the number of books added, retired and loaned out during the year, and such other statistics and information as the Board deems of public interest.

Article 3 Meetings

Section 1. Regular Meeting Dates and Time. Regular meetings of the Board shall be conducted ~~on the first Wednesday of the six times per year, month at 5:30 p.m., and be held at the Eaton Public Library, 132 Maple Avenue, Eaton, CO 80615, unless otherwise noticed and posted. Meetings may be in person or by electronic means or a combination of in both.~~ The Board shall designate a date, time and location accessible to the public for each meeting. All meetings shall be held in accordance with Colorado Open Meeting Laws C.R.S. 24-6-401 and 24-6-402 and shall be open to the public. However, a closed executive session may be called at any meeting of the Board in accordance with the Open Meetings Law. Notice of the meeting, including a specific agenda, shall be posted in areas accessible to the public at the front entrance to the Library and on the Library website, townofeaton.colorado.gov/library, no less than twenty-four hours prior to any meeting. The notice posting location(s) shall be designated by the Board at its first meeting of each year.

Section 2. Special meetings. Special meetings may be called as necessary by the President.

Section 3. Conduct of Meetings. All meetings shall be conducted with follow parliamentary procedure as a guide. and be conducted by €The President or the President's designee shall preside over all meetings.

a. The meeting agenda shall be sent to Trustees in advance of each Board meeting. The regular meeting agenda shall include roll call, approval of minutes, new business, old business, the Library Director's report, committee reports, if any, and public comment. Minutes shall be taken at each meeting and posted in areas accessible to the public.

b. Except for matters otherwise on the agenda, comments by members of the public shall be limited to three minutes and made only during the "public comment" portion of the meeting, unless additional opportunity is given at the Board's discretion. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or other lawful action taken against such person(s).

Section 4. Quorum. A quorum for transaction of business shall consist of a majority of the Board. The President shall be counted in the calculation of a quorum. Any Trustee attending remotely shall also be counted in the calculation of a quorum.

Section 5. Remote Attendance. Any one or more Trustees may attend a meeting remotely with the advanced approval of the President. Any Trustee attending a meeting remotely must have all meeting materials available to them and be able to meaningfully take part in the meeting process (i.e., hear and be heard). The President may also determine that a meeting may be held entirely through remote means as long as the public is provided the appropriate information to attend the remote meeting in the Notice of the meeting.

Article 4 Library Director and Staff.

The Board shall hire a Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall hire and specify the duties of all other employees and resolve all personnel issues in compliance with the Town of Eaton employee handbook. The Board shall not direct the work of employees or otherwise be involved in personnel issues below the position of Library Director. The Library Director shall be responsible for the proper direction and supervision of the staff, oversight of Library's indebtedness, care and maintenance of Library property, adequate and proper selection of books and materials, efficiency of Library service to the public, and financial operation within the limitations of the budgeted appropriation with guidance from the Board and consistent with Library Policy.

Article 5 Committees

Section 1. Appointment of Committees. The President shall appoint committees of one or more Trustees for such specific purposes as the business of the Board may require.

Section 2. Report of Committees. Committees shall make a progress report to the Board at each of its meetings.

Section 3. Powers of Committees. Committees shall have no powers other than advisory powers, except that the Board may delegate specific tasks to the committees.

Section 4. Notice. Committee meetings comprised of three (3) or more Trustees shall be noticed and posted at least 24 hours in advance together with an agenda. Furthermore, any meeting of a formal committee that is delegated decision-making authority by the Board shall be noticed as a public meeting regardless of the number of Trustees on the committee.

Section 5. Dissolution. Committees shall be dissolved upon completion of their purposes and after a final report to the Board.

Article 6 General

Section 1. Board Actions. Unless otherwise set forth in these Bylaws, the affirmative vote of a majority of the Trustees when a quorum is present shall be necessary to approve any Board action.
~~The President shall vote only in the case of a tie.~~

Section 2. Amendment of Bylaws. These Bylaws may be amended by a majority vote of the entire Board. Written notice of proposed amendments shall be provided to all Trustees at least ~~ten~~ five (5) days prior to the meeting at which such action is proposed.

Section 3. Suspension of Rules. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, shall be approved by a majority of the entire Board.

Section 4. Adoption of Policies. The Library Board may adopt policies governing Library use, collections, programs and services, and any other matters deemed necessary by the Board consistent with Town policies and applicable law. ~~matters such as book selection, challenges to Intellectual Freedom, personnel procedures, circulation records, gifts, services, public relations, Library use, or any aspect of Library programs.~~

Section 5. Powers and Duties. The powers and duties of the Board are further outlined and defined in Section 24-90-109, C.R.S.

PASSED, SIGNED, APPROVED, AND ADOPTED this ___ day of _____,
2021.

EATON PUBLIC LIBRARY

Julie Finn, Acting President

Attest:

| ~~Shelley McLatchie, Secretary~~ Michael Yancey, Trustee

Eaton Public Library Policy Manual

2023

**Adopted by the Board of Trustees
Eaton Public Library
October 6, 2010
Revised 2016
Reviewed and Revised 2018/2019/2020/2022/2023**

Table of Contents

Mission/Vision.....	3
Affiliation With Other Libraries.....	3
Confidentiality Statement and Policies.....	4
Patron Conduct Policy.....	4
Safe Child Policy.....	6
Service Animal Policy.....	8
Social Media Policy.....	9
Circulation Policy.....	11
Fines and Fees.....	13
Debt Collection Service.....	14
Internet Use Policy.....	14
Wireless Access Policy.....	15
Collection Management Development.....	16
Discarding of Library Materials.....	18
Interlibrary Loan	18
Intellectual Freedom and Reconsideration of Library Materials and Services.....	19
Gifts and Donations.....	20
Public Information Policy.....	20
Displays and Exhibits.....	21
Meeting Room Policy.....	22
Coursework Reimbursement Policy.....	23
Holiday Closures.....	23
Pandemic Policy.....	24
APPENDIX	26
• ALA Code of Ethics	
• Library Bill of Rights	

- Freedom to Read
- Freedom to View
- Privacy of User Records CRS 24-90-119

Vision

The Eaton Public library will be recognized as a resource center for print, media, and electronic materials as well as a technology center where equipment, support and information sources are provided.

Mission

The mission of the Eaton Public Library is to provide professional library services and resources to meet the evolving educational, recreational, and informational needs of the public in an historical setting.

Affiliation With Other Libraries

The Eaton Public Library is a Member of the High Plains Library District, which includes:

District Branch Libraries:

Farr Regional, Centennial Park, Lincoln Park, Erie, Carbon Valley Regional, Riverside Branch, LINC Library and Outreach/Bookmobile

Member Libraries:

Eaton Public Library, Northern Plains Public Library (Ault), Platteville Public Library (and Nantes Library), Fort Lupton Public and School Library, Hudson Public Library, and the Glenn A. Jones Memorial Library (Johnstown)

Resource sharing is an important component in this affiliation. Materials are shared among District libraries via a courier service. The Eaton Library actively participates in the resource sharing of all types of materials in order to obtain resources of interest to local patrons and share resources with other residents of the District. Items are checked out to patrons based upon lending policies of the owning library. Fees for damaged or lost materials are assessed by the owning library per its policies. However, overdue fines are assessed based upon the item's checkout location.

Confidentiality Policy

The Eaton Public Library abides by the Privacy of user records in Colorado Revised Statutes (CRS 24-90-119) as follows:

- (1) Except as set forth in this section, a publicly supported library or library system shall not disclose any record or other information which identifies a person as having requested or

obtained specific materials or service or as otherwise having used the library (CRS 24-90-119).

- (2) Records may be disclosed in the following instances:
 - A. When necessary for the reasonable operation of the library;
 - B. Upon written consent of the user;
 - C. Pursuant to subpoena, upon court order, or where otherwise required by law;
 - D. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing *by electronic means* library records of the minor.
- (3) Any library or library system official, employee, or volunteer who discloses information in violation of this section commits a Class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

The Library uses a security camera system to protect individuals and monitor parts of the building generally not within the view of library staff. The security camera system is also used to deter any criminal activity in the building. In conformity with CRS 24-90-119, the library director or staff will release video images collected through the system to support the reasonable operations of the library or through a subpoena or court order authorized pursuant to a federal, state or local law relating to civil, criminal, administrative or legislative investigative power. The director will seek legal counsel in the event of such a legal request for release of any video images and will respond to the request according to the advice of counsel.

Revised 8/8/2011
Revised 10/10/2011
Reviewed 11/7/2018
Revised 8/3/2022

Patron Conduct Policy

The Patron Conduct Policy has been established by the Library Board to promote an environment that welcomes all people in the community. Patrons shall behave in a manner that will not disrupt others' use of the Library collections, space, and services including off-site events and programs.

The Library reserves the right to deny service to anyone whose actions interfere with the normal operation of the Library or whose actions are unlawful, violate, or restrict the rights of others to use the Library.

Library Staff are empowered to exercise reasonable judgement in assessing and enforcing Patron Conduct Policy. Enforcement may include verbal warning, revocation of Library privileges, and removal and/or suspension from the Library. Examples of improper behavior or conditions include but are not limited to:

- Committing or attempting to commit any activity that constitutes a violation of federal, state or local criminal law, statute or ordinance.
- Disorderly conduct, harassment, verbal abuse, foul language, lack of civility or bullying of, against or toward Library staff, volunteers and/or patrons of the Library.

- Damaging property, including intentional misuse or negligence.
- Smoking, vaping, and any use of tobacco or marijuana products.
- Consumption of alcohol, illegal drugs, or being under their influence.
- Consumption of food and beverage outside of designated areas.
- Lying down or sleeping in the Library.
- Use of scooters, roller skates, roller blades, skateboards, skate shoes or similar devices. No bicycles, grocery carts or bulky items that take up excessive space shall be brought inside the building.
- Use of public bathrooms for public bathing, washing clothes or other hygiene related tasks.
- Failure to wear shoes, shirts and appropriate clothing inside the Library at all times, in accordance with state and local decency laws.
- Commercial solicitation, petitioning, peddling and other interactions in pursuit of selling goods, services or entreating. Free speech activities are permitted outside of the Library at least ten (10) feet from the entrance provided they don't create a dangerous condition, interfere with normal access, damage property or create an unnecessary maintenance expense for the Library.
- Viewing, in plain sight, materials which are inappropriate to the surroundings including potential passersby. Unlawful display of sexually explicit materials harmful to children as identified in CRS § 18-7-502.
- Library staff reserves the right to:
 - Inspect knapsacks, bags or other containers.
 - Remove any knapsacks, bags or other containers that have been left unattended.
 - Ask patrons to clean up any area of food, trash, belongings or odor producing items.
 - Ask patrons to relocate if they are blocking or constricting traffic flow of Library aisles, walkways, exits or entrances to the building.
 - Ask patrons to leave the building whose bodily hygiene or odor is inhibiting others' use of the library. Upon resolution of the issue, the patron may return.
 - Limit the use of cell phones to discrete calls and the use of Library phones to include only short, local calls under Staff discretion.

Engaging in prohibited behavior in the Library may result in the suspension of borrowing privileges and/or suspension of the patron's admittance to the building and grounds. Such suspension and/or denial of services may be in addition to any applicable criminal or civil charges and penalties.

- Library staff may call the police for assistance.
- The nature and seriousness of the rule or policy violation will determine the length of suspension and any conditions for reinstatement.
- Aggravating circumstances, even for a first offense, may result in a longer period of suspension.
- The Library will abide by and cooperatively implement Trespass orders, suspensions or other restrictions on an individual imposed by court order.
- Any patron aggrieved by an action to suspend the use of the facility or borrowing privileges may appeal the action by filing with the Library Director a statement in writing setting forth the reason(s) such patron believes the suspension or action is improper within thirty (30) days. The Library Director will supply a written decision within thirty (30) days of receiving an appeal.

Any patron who steals, attempts to steal, or damages or destroys Library material, furnishings, property or equipment shall be liable for repair, replacement, processing and any other associated costs. Any person who takes, without complying with the appropriate check-out procedures, or who willfully retains any property belonging to any publicly-supported library for thirty days after receiving notice in writing to return the same, given after the expiration of the time that by the rules of such institution such property may be kept, or who mutilates such property commits a class 3 misdemeanor and shall be punished as provided in section 18-1.3-501, C.R.S. In addition, criminal charges, suspension of borrowing privileges and/or denial of admittance to the building for a period of time may also be imposed. The suspension of borrowing privileges and/or admittance to the building may be extended until the Library is reimbursed for the lost or damaged property.

The Library does not prohibit the open carry of firearms in its facilities, provided that the person is otherwise not in violation of state, federal or other laws concerning weapons. As according to law, the Library recognizes the right to concealed carry of a weapon if the person has a permit. Library Staff will contact the police concerning carrying of weapons or firearms if in their judgment there is a perceived level of risk or suspected violation of the law. The Library abides by any local ordinances concerning weapons and will contact the police when there is a suspected violation.

Patrons have the right to bring concerns, complaints and suggestions to Library Staff, Administration, or the Library Board.

Revised 09/12/2012
Reviewed 09/12/2018
Revised 07/08/2020
Revised 02/01/2023

Safe Child Policy

Children are welcome in the library

The Eaton Public Library welcomes children of all ages. Serving children is a vital part of the Library's mission. To make the Library an enjoyable place and encourage a love of books, reading and learning, we offer designated children's areas, programs and services for children. We strongly encourage families and children to make full and frequent use of the Library.

Children's safety

The Library is a public place. While the Library endeavors to maintain a safe environment in accordance with Library Policy and applicable law, anyone may enter and use the facilities. Children left alone in the building can be vulnerable and at risk. Children may encounter hazards such as stairs, doors, furniture, electrical equipment, or other Library patrons. It is for the safety of each child that the Eaton Public Library has adopted this Safe Child Policy.

Access to Children and Teen Areas

The Children and Teen areas of the Library are specifically designed to serve the needs of young patrons. Staff members will place the safety of children and teens first when supporting use of these areas.

Children's Area:

The Children's Area is reserved for children ages 0-17 years or attending up to 12th grade with the following exceptions:

- Adults must be accompanied by a child to use the Children's area.
- Adults not accompanied by a child must be actively browsing and engaged in the material collection.

Adults with children in their charge are the only adults allowed to use the restroom located in the Children's area.

Teen Area:

The Teen Area is reserved for tweens and teens ages 11-17 years or attending 6th-12th grade with the following exceptions:

- Family members who are accompanied by a tween or teen.
- A mentor, caregiver, or tutor who is working with a tween or teen.
- Adults and children who are actively browsing and engaged in the material collection.

Purpose

The purpose of this policy is to inform parents and guardians that the Library does not assume responsibility for their children as well as to provide guidelines to be used by staff if a child is left unattended in the Library.

Library Staff

Staff cannot and do not take over parental or childcare responsibilities for children who come into the Library. Library staff have many duties to perform in order to serve Library users of all ages. It is impossible for them to monitor the behavior or welfare of every child.

Parents' Responsibility

It is the responsibility of parents, guardians and caregivers to determine the supervision needs of their children and to provide accordingly. Parents, guardians and caregivers are responsible for monitoring their children's safety and supervising their children's behavior in accordance with the Library's Patron Conduct Policy. If a staff member is concerned that a child may not be sufficiently capable and mature to be on Library premises without supervision, the staff member may take action to correct the situation and will inform Library management of the concerns and actions taken.

Children's Responsibility

Children, like all Library users, are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children are subject to the same Patron Conduct Policy as other patrons and the same consequences, including being asked to leave the Library.

Levels of supervision required (These are general age guidelines. The ultimate decision will be made by staff).

1. Children insufficiently mature must be supervised by a parent or responsible caregiver age twelve or older at all times while in the Library or on Library grounds.
2. Children age four and younger must always be in close proximity and within sight of the person responsible for their safety.

Unattended Children

If a child is left unattended at the Library in circumstances that give Library staff cause for concern about the child's safety or welfare, staff may contact child protective or law enforcement authorities.

Parents, guardians, and designated adults are required to be familiar with the Library's hours and to make advance arrangements to pick up or otherwise transport their children before the Library closes. A minor left unattended at closing time may be deemed at risk. Every reasonable effort will be made by the staff to assist the child in contacting an appropriate adult. If no responsible adult is reached, or the child is not picked up within 15 minutes of Library closing, or the end of a Library sponsored event, Library personnel may notify the police to assume custody of the child. Two staff members will wait with the child until the parent, guardian, other designated adult, or the police pick her/him up. Staff will not transport children home or to any other destination under any circumstances.

Children in Danger or Runaways

If staff ascertain that a child or teen is in imminent danger or a runaway, they will contact the police or the proper authorities directly. If another patron is seeking information about a child or teen they believe to be in the Library, they are welcome to walk around and look for the child. Staff can convey information to the teen or child to have them contact the patron if we see them.

At times, staff may be asked or feel the need to assist or contact authorities in situations where they believe someone may be in imminent danger or harm. "Imminent danger" should be construed to mean "reasonably certain to place life or limb in peril or a serious threat to the emotional safety of patrons, volunteers or staff." Staff may have a duty to share, with the proper authorities, information they personally know based on informal conversations with patrons or on their general presence in the Library, not related to any specific substantive material or service.

Added 02/01/2023

Service Animal Policy

In compliance with the Federal Americans with Disabilities Act (ADA), service animals (including those in training) are welcome at the Eaton Public Library. Animals that are not designated as service animals are not permitted in the Library facility unless they are included in an approved library program.

Definitions:

"Service animal" is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

"Emotional support animals" are **intended to provide companionship and support**. Service animals, on the other hand, assist individuals with disabilities by performing specific tasks. Service animals are those that have been specially trained to perform a service for a person with some form of disability.

The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

Requirements concerning service animals

According to ADA, library staff has the right to ask the animal's handler two questions: (1) "is the dog a service animal?" and (2) "what work or task has the dog been trained to perform?" The handler is not required to provide documentation about the service animal or to prove a disability. Service animals are not required to be licensed or certified, or to be identified by a special harness or collar.

Service animals must be on a leash or harness always, unless the use of a leash or harness interferes with the animal's effective performance of its task. If the animal cannot be leashed or harnessed, it must always be under the handler's control via voice, signals, or other effective means.

The animal's handler is solely responsible for the supervision and care of the animal and must be in full control keeping the animal directly with them at all times.

Conditions for removing a service animal

The library retains discretion to exclude or remove a service animal from library property if:

- The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior
- The service animal is not housebroken
- The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications
- Permitting the service animal would fundamentally alter the nature of the service, program or activity

The animal's handler will be responsible for any damage to Library or personal property and any injuries to individuals caused by the service animal. Anyone using a service animal on library property will hold the Eaton Public Library harmless and indemnify the Eaton Public Library from any such damages.

Policy added 04/06/2022

Social Media Policy

This policy has been established to define the scope and proper use of Eaton Public Library's social media by Library staff and constituents.

Eaton Public Library uses and encourages the use of multiple social media platforms to reach its intended audience of people residing in the Library's official service area. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints but a limited forum for discussing Library programs, services, events, and resources.

The Library seeks to create a welcoming online space and does not discriminate against any views but does reserve the right to monitor content before or after it is posted to Library-owned social media sites and accounts. The Library welcomes public comments, posts, and messages on our social media networks, but reserves the right to refrain from posting user submissions and to

edit or remove any messages or postings that it deems, in its sole discretion, to be inappropriate or in violation of the Library's Patron Conduct Policy. Inappropriate content includes, but is not limited to, the following:

- Commercial or charitable solicitation, or advertising or sale of merchandise or services unrelated to Library or Town business
- Copyright and/or intellectual property rights violations
- Off topic or disruptive comments
- Obscene posts
- Abusive or defamatory language and/or personal attacks
- Hateful or racist comments
- Libelous comments
- Spam
- Misleading or unfounded information
- Comments promoting or perpetuating discrimination toward any person or group
- Specific and implied threats
- Endorsements of illegal behavior or activity
- Personal info such as email addresses, telephone numbers, mailing addresses, or ID numbers

The Library reserves the right to edit or remove the content of or terminate any Library social media site or account at any time without notice, subject to retention requirements under the Public Records Law. Additionally, the Library reserves the right to terminate a person's ability to post, comment, or otherwise participate in the Library's social media tools when the person has committed a serious one-time violation, repeatedly posted any of the above listed inappropriate content, or posted as a continuation of offline behavior for which the user has been removed or banned from the Library. By choosing to comment or post content on any social media site managed by the Library, individuals agree to indemnify the Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the posted content. Content posted to the Library social media sites are subject to public disclosure and the Open Records Act. The Library does not collect, maintain or otherwise use the personal information stored on any third party site (e.g., Facebook, Instagram) in any way other than to communicate with users on that site.

The Library is represented through official social media channels created by Library Staff to maintain a message consistent with the Library's mission. As such, patrons and the public are not authorized to create new social media channels on behalf of the Library. Library Staff has responsibility for information posted on Library-owned social media accounts including, but not limited to, checking facts, citing sources, avoiding copyright infringement, and correcting errors before posting. As with any other content provided by the Library, information that is shared by Library staff on Library social media should be selected with the intention of meeting the diverse interests and needs of the community. The decision to share or post a particular item does not necessarily imply the Library's, the Library Board's, or the Town's expressed or implied approval or endorsement of its contents. Requests for review of Library social media content will be considered in the same manner as requests for reconsideration of materials, as outlined in the Request for Reconsideration Policy. The Library grants access and authority to employees authorized by the Library Director to post, comment, and share under the profile of the Library.

The Library makes a distinction between personal employee social media accounts and organizational accounts. Views expressed by the personal accounts of Library Staff members do

not represent the views of Eaton Public Library and do not serve as an official communication of the Library. Individuals may be recognized as Library employees and the comments could reflect on the organization. Staff members may not:

- Disclose any sensitive, proprietary, confidential, or financial information about the Library
- Use the Library logo, trademarks, or branding on personal social media
- Use personal online identities and accounts to represent the Library in an official capacity

As representatives of the Library and Town, Library Staff must take this policy into consideration when engaging in official or personal social media use, particularly when such an employee identifies as an employee of the Library or Town or when context might lead to that conclusion. The Library takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above or in employee performance and conduct as outlined in the Town of Eaton's Employee Handbook. Under Colorado law (CRS Sec. 24-34-402.5), it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.

Disclaimer: While the Library makes reasonable efforts to monitor the content of its digital and social media sites, the Library is not responsible for the content of any external comment or post, and expressly disclaims any liability for external comments and posts. Furthermore, external posts do not represent the position or opinion of the Library and the fact that a post remains on a Library social media account shall not be deemed an endorsement of the post by the Library. The Library does not endorse the advertisements promoted on any social mediate site by vendors and these promotions do not express the Library's views or positions. Comments posted within Eaton Public Library social media sites will not be considered as official requests for information or action. Official correspondence and requests will be received through the Library at 132 Maple Ave, Eaton, CO 80615.

Any concerns by Library staff or members of the public related to posts or content on any of the Library's social media accounts shall be referred to the Library Director or his/her designee.

Added 02.01.2023

Circulation Policies

The Eaton Public Library will seek to understand the informational needs and wants of all citizens and use every practical means to satisfy them in accordance with guidelines stated in the Library Bill of Rights and the Freedom to Read and Freedom to View statements of the American Library Association.

1. Every citizen of the State of Colorado shall be permitted to use materials from the Eaton Public Library. Our intended purpose is to serve all segments of the population.
2. A borrower's card is free and shall be used for each person checking out materials.

3. For Children under 16 years of age, the parent or guardian must complete and sign an application form on behalf of the child. The parent or guardian must be present when the card is issued, except when working with an institution, such as schools.
4. New District patrons must have photo ID and proof of current address in the High Plains Library District, e.g. a Colorado driver's license with correct address OR any photo ID plus verification of current address (utility bill, postmarked mail, etc.). If that information is not available, the patron will be given a Limited Card. Other borrower types must supply identification as defined below.

Library Card Borrower Types

Title	Privileges	ID Required	Use For:
Resident	full CO, computer and database use, 50 items per card, specialty checkouts, ILL	Photo ID and proof of HPLD address	HPLD residents, or own or lease property within HPLD boundaries or teach in a school within HPLD boundaries
Eaccess	computer use, remote access to databases and downloadables	Photo ID, over 16 years old No photo ID, under 16 requires a parent present	Out-of-area visitors, HPLD residents w/o proper ID who need Internet access only No residency requirement but no borrowing card
Organization Card	200 items, 3 cards per institution, cards must be presented, organization assumes responsibility	Signed by principal (if school) or person with authority in businesses	Requires special application form
Colo. Library Card	10 items, in-house computer use, ILL and remote access to databases	Photo ID and proof of address outside HPLD	Non-HPLD residents that live in Colorado
Limited	5 items, no specialty checkout materials, no ILL, includes remote database access and downloadables	Photo ID, over 16 years old	Colorado residents or HPLD residents w/o proper ID who request an item.

5. Check out periods for individuals: The Library circulates materials consistent with the Library District and Member Libraries effective November 12, 2014.
 - a. Books, Audio Books and Music: 3 weeks, 3 renewals
 - b. DVDs: 1 week, 1 renewal
 - c. Adult feature movies and all children's videos: 1 week, 3 renewals
 - d. Adult TV series DVDs: 3 weeks, 3 renewals
 - e. E-books and E-Audio Books: 3 weeks, 1 renewal
 - f. Games: 3 weeks, 3 renewals
 - g. Passes: 3 weeks, no renewals

6. Eligible materials may be renewed in person, via phone, or online.
7. Patrons will be notified of overdue materials by mail per the Library District's action. Reminders are sent via email or text if so selected by the patron. A final reminder/ bill for the materials will be sent for materials more than 90 days past due.
8. Patrons with fines/fees in excess of \$7.50 (at any district library) will be refused all checkout and computer use privileges until the fines are below \$7.50. Fines/fees may be paid at any district library or online via SmartPay.
9. Item Checkout Limits. The Library sets renewals consistent with the Library District and Member Libraries:
 - Maximum circulation limits:
 - 50 total items per patron with a maximum of:
 - 15 Media items per patron: audiobooks, DVDs and CDs
 - 10. Maximum request/hold limits:
 - 50 total requests per patron
 - 5 Interlibrary Loan items per patron

See the section "Interlibrary Loan" for policies on those resources.

Policies updated 11/5/2014 for consistency with the Library District and Member Libraries.

Policy updated 09/07/2016

Policy updated 10/03/18

Policy updated 04/06/2022

Fines and Fees

Overdue Fines

The library will not collect overdue fines on materials owned by Eaton Public Library or any library within the High Plains System.

Interlibrary Loan materials: \$1.00/item per day

Lost Items

Owned by Eaton Public Library:	Value on bibliographic record OR replacement cost as determined by Director
Owned by another District library:	Value on record OR owning library's discretion
Interlibrary Loan materials:	Determined by lending library

Any fees assessed for damaged, missing or incomplete items are at the discretion of the Director.

The Library Board delegates to the director the determination of charges for transmitting and receiving faxes, photocopying and printing services used by the public.

All fines and fees can be paid in person with cash or check or online through the SmartPay module in MyLibrary.us.

Any charges for damage to the property or contents of the Library is subject to the ordinances of the Town and state statutes.

*Eliminated all fines on EPL materials 8/1/18
Policy reviewed 04/06/2022*

Debt Collection Services

All HPLD Branches and most Member libraries participate in a Debt Collect program through Unique Management Services. All accounts are automatically assessed fees based upon the following:

Accounts with a balance between \$10.00 and \$24.99: \$5.00 Debt Collect fee

Accounts with a balance of \$25.00 or more: \$10.00 Debt Collect fee

Debt Collect fees are charged to the Library by Unique Management and SHOULD NOT BE WAIVED except at the Director's discretion. The Library will still be liable for the attempted collection fee.

*Revised 11/6/12
Revised 09/07/16
Revised 11/1/18
Reviewed 04/06/2022*

Internet Use Policy

The mission of the Eaton Public Library is to provide professional library services and resources to meet the evolving educational, recreational, and informational needs of the public.

In support of its mission, the Eaton Public Library provides free public access to the Internet, a computer network that allows users to access information shared by other computer users worldwide. The Internet provides access to a vast array of information, ideas, and research tools, augmenting information in other formats available in the Eaton Public Library, and including materials beyond the scope of resources selected by the Library. The Library expects that each patron use her or his assigned library card to access a public computer.

A public library is a "limited public forum." Access to information is subject to reasonable restrictions on time, place, and manner. The Eaton Public Library's control over content accessed by patrons using the Internet is governed by federal and state laws: the federal Children's Internet Protection Act (CIPA) and Colorado HB01-1004. In order to comply with these laws, the Library has installed content filters on all library computers that block access to illegal content as defined by federal and state law: Obscenity; Child Pornography; Materials deemed "harmful to minors".

The Eaton Public Library may not infringe on patrons' First Amendment rights. Upon the request of any patron, an authorized library employee will temporarily disable the filter.

While the Internet greatly expands access to information, it contains information that may be inaccurate, outdated, or offensive. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information accessed. As with all library materials, parents, guardians, or caregivers - NOT library staff - are responsible for information selected and/or

accessed by their children. Parents wishing to limit their children's Internet access at the library are advised to supervise their children's Internet sessions at the library.

Patron use of the Internet at the Eaton Public Library is a privilege and voluntary. Misuse of the Library's computers or misconduct during use will result in immediate loss of computer privileges. This may include, but is not limited to:

- Use of Internet access to obtain, transmit, or display materials in violation of CIPA and/or Colorado Library Law, C.R.S. 24-90-100, part 6
- Attempts to alter or damage computers, other digital equipment, software configurations, or files that are the property of the Library
- Violation of copyright or software license agreements
- Attempts to access the Library's network without authorization
- Intentional propagation and/or transmission of computer viruses
- Violation of the Eaton Public Library's "Patron Conduct" policy

Reviewed 12/05/2018

Reviewed 04/06/2022

Wireless Access Policy

The following guidelines are adapted from the HPLD Internet Use Policy and are set forth to direct an individual's use of this wireless network.

The Eaton Public Library (EPL) is pleased to offer free public access to the Internet, a computer network that allows users to access information shared by other computer users worldwide. Wireless access is provided to patrons through an independent Internet provider. The network provides unfiltered access to a vast array of information, ideas, and research tools, augmenting information in other formats available at EPL, and including materials beyond the scope of resources selected by EPL.

A public library is a "limited public forum." Access to information is subject to reasonable restrictions on time, place and manner. EPL may not infringe on patrons' First Amendment rights. As with all library materials, parents, guardians, or caregivers, not the EPL, are responsible for information viewed, selected and/or accessed by their children. Parents wishing to limit their children's exposure to the internet and its content are advised to supervise their children's library visit.

While the Internet greatly expands access to information, it contains information that may be inaccurate, outdated, or offensive. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information accessed. In order to find accurate and reliable online information, EPL staff is available to help patrons navigate, identify, access and evaluate resources on the Internet. The Library also provides access to paid subscription databases. Library staff offers a variety of classes for patrons who wish to receive instruction on the Internet and personal computer use.

Misuse of the wireless network will result in loss of privileges and any illegal activity will be prosecuted to the fullest extent of the law. Such misuse includes, but is not limited to

- use of the Internet to obtain, transmit, or display photographs, images, or drawings which are in violation of the Federal Children's Internet Protection Act and Colorado Library Law, C.R.S. 24-90-100, part 6;

- violation of the Federal law prohibiting the transportation of obscene matters for sale or distribution
- attempts to alter or damage EPL or other patron's computers, other digital equipment, software configurations, files or data
- attempts to enter EPL's network or gain access to other patron systems without authorization
- intentional propagation and/or transmission of computer viruses; and violation of copyright or software license agreements

Neither the Eaton Public Library nor the High Plains Library District assumes responsibility for the safety of equipment or for notebook/laptop computers or other wireless device configurations, security, or data files resulting from connection to the network.

Revised 01/09/19
Reviewed 04/06/2022

Collection Management Policy

The purpose of having a written policy concerning selection of materials is to further the objectives of the library (as stated in the Mission), to guide librarians in the selection of materials and to inform the public about the principles that guide selection.

Community Served

The primary service population is residents of Eaton as defined in the boundaries of Eaton School District. Through the High Plains Library District and interlibrary loan the collection is available to a potentially very broad population. The collection of the Eaton Library cannot serve as the primary resource for the needs of higher education or kindergarten through 12 education but will support both with a wide range of non-fiction materials at all age levels if appropriate to both education and the general interests of the community.

Responsibility

The Library Board is responsible for approving the collection development policy. The Board delegates full responsibility for the selection and removal of materials to the Library Director.

Authority

The ultimate responsibility for book selection, as for all library activity, rests with the Director, who operates with the support of the Board. It is desirable to have the participation of the library staff in the selection process, and input from the community is encouraged. The Director shall establish procedures for this participation.

Basic Selection Criteria

The purpose of selection criteria is to obtain materials to further the library program of providing information, reference assistance, and to help those engaged in educational pursuits, as well as to provide recreational reading.

The library has the responsibility to keep a representative selection of material on all subjects of interest to its users including materials on all sides of controversial questions. Materials will be selected within the limits of the budget.

The criteria for material selection will include one or more of the following:

- _ Appropriateness to library's mission and service responses

- _ Relationship to existing collection and other titles available in the District
- _ Availability elsewhere or more in keeping with other institutions' roles
- _ Availability to purchase or access
- _ Requests by patrons, advisory groups, and staff
- _ Suitability of format for user's need and subject
- _ Community interests and needs
- _ Relevance to the experiences and contributions of diverse populations
- _ Levels of funding and cost of item
- _ Anticipated use
- _ Physical quality of material
- _ Value of resource in relation to its cost
- _ Authority, accuracy and accessibility of presentation
- _ Currency of information
- _ Reputation of author, publisher or issuing body
- _ Attention and response of critics, reviewers and general public
- _ Subject matter and scope
- _ Historical significance
- _ Quality and style of writing
- _ Inclusion of work in bibliographies, recommendation lists, indexes

Scope of Materials Selected

EPL will provide materials to meet its stated objectives (Mission), which may include books, periodicals, audiobooks, music CDs, DVDs, Internet access, and informational databases via computers. The library will have some material for self-study, but it is not primarily designed to furnish reading required for academic courses.

FICTION

EPL will acquire fiction material in a wide range of genres. Material is purchased in a variety of formats e.g. hardback, paperback, large print, audiobook. Emphasis is on mainstream and genre fiction by American and English authors. Selected titles are purchased as "Express" duplicate copy to meet local interest in new titles by popular authors. These copies are withdrawn when interest diminishes, usually three to four months after receipt.

NONFICTION

The nonfiction collection emphasizes timely, accurate and useful informational materials to support general community interests. It emphasizes materials that are current and in high demand. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. Nonfiction material is purchased in a variety of formats e.g. hardback, paperback, large print, audiobook, DVD. EPL does not acquire rare, antiquarian or other scholarly materials.

REFERENCE

EPL collects very few reference works and most of those collected are available for circulation. Few will be cataloged or identified as "Reference." Some reference resources will be provided via electronic access through the High Plains Library District.

ELECTRONIC RESOURCES

EPL is a member of the High Plains Library District which adds and removes electronic resources and databases based upon usage, cost and alternate resources. The Library may contract for additional databases if they provide unique resources not met through the District's selection.

COLLECTIONS FOR YOUTH AND THEIR FAMILIES

In addition to the Fiction and Nonfiction criteria above, children's resources are selected with these additional criteria:

- Age and interest, appropriate content, and presentation
- Emphasis on quality, acclaimed materials as demonstrated by awards, specialized bibliographies and/or reviews
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students,
- Information and stories, which represent a spectrum of family styles, values and interests
- Materials, which represent the richness and diversity of young people's local and world community
- Materials which meet the particular developmental needs of youth at different stages

Membership in the High Plains Library District enables users of the Eaton Public Library to obtain non-fiction and fiction materials which are not selected by EPL. Interlibrary Loan services also enable users to receive materials from libraries throughout the state and nation.

Revised 1/9/2019

Discarding of Library Materials

The library shall make every effort to maintain a collection that is relevant to the needs of the community and supports its purpose. The library will continually evaluate the collection and decide to remove individual or groups of items in order to acquire new materials. The criteria for discarding items shall be:

- Physical condition e.g. torn pages, crayon or pen scribbling, water damage, damaged covering
- Duplication of the same title in one format
- Outdated material and incomplete information
- Lack of circulation by residents

Discarded materials are given to the Friends of the Eaton Library for their book sales, donated to non-profit agencies, recycled or destroyed.

Adopted 3/6/2013

Reviewed 3/6/2019

Interlibrary Loan

The following borrowing policy is High Plains Library District policy.

BORROWING:

Patrons must have a valid High Plains Library District library card, be a resident of the High Plains Library District, and have an account in good standing in order to request Interlibrary Loan materials. High Plains Library District will borrow Interlibrary Loan items on behalf of an individual patron only.

Patrons may have up to five active Interlibrary Loan requests at any one time, and may request items via written form, online form, WorldCat, or by phone. Interlibrary Loan requests may be any genre or media type.

The District will not borrow/Interlibrary Loan items that are currently in our collections unless the items are missing or lost. The checkout period for borrowed materials is dictated by the lending library. There are no renewals and no grace period on Interlibrary Loan items. The District assesses a fee of \$1.00 per day if overdue.

Patrons are responsible for all costs related to lost or damaged Interlibrary Loan items.

Patrons cannot request the same item again until 60 days from the return date.

LENDING:

The Eaton Library participates in the national interlibrary loan program by lending materials to other Colorado and out-of-state libraries. Materials are generally loaned for four weeks. Certain items loaned may be identified as “in library use only” due to condition, local interests, value, or other criteria identified by the Director.

Revised 3/6/2013

Reviewed 4/3/2019

Reviewed 04/06/2022

Intellectual Freedom and Reconsideration of Library Materials and Services

Censorship must be exercised by the individual for themselves alone. Library Staff and the Library Board cannot restrict the freedom of selection of the individual, and neither can that individual restrict the freedom of selection of others. Library materials are chosen for their interest, information, and enlightenment value to the people of the community, not by the standards of one group in the community.

The Library labels certain items as Children’s or Teen’s materials for patron guidance, but it does not act in loco parentis to review or regulate the materials minors use or check out. Some Internet sites and other Library materials may be considered inappropriate for children. Parents or guardians should guide their children and inform them as to what is and is not appropriate for them to access.

The Library supports Intellectual Freedom and endorses the Library Bill of Rights (see Appendix B) and the Freedom to Read (see Appendix C) from the American Library Association, and the Freedom to View (see Appendix D) from the Educational Film Library Association. The Library will work with others to resist unlawful abridgement of the free access to ideas and freedom of expression that are the tradition and heritage of American citizens.

Library procedures for reconsideration of materials, displays, programs and other content owned and facilitated by Eaton Public Library are as follows:

- Submissions of an objection or reconsideration under this Policy will only be accepted by current residents of the Library’s official service area (Weld RE-2 School District boundaries). While the Library is pleased to serve patrons from a wider area, the citizens of the Library’s service area are the primary group for whom materials, displays, and programs are purchased and planned.

- The Library Director will respond to a submission of a written objection by providing the patron with a written explanation of Library policies, the Library Director’s decision regarding the objection, the support for the decision, and an explanation of the procedures for the patron to appeal the decision of the Library Director. The Library Director’s response will be sent (by US mail or electronically) no later than thirty (30) working days after the objection is received by Library Staff.
- To appeal the Library Director’s decision regarding the challenged material, the patron shall file a written request for an appeal stating the grounds for appeal, and such written request shall be filed with the Library Director no later than thirty (30) days after the Library Director’s response is sent to the patron making the written objection. The Library Board will receive the patron’s written objection, the Library Director’s written response to the patron’s written request for an appeal, and copies of the material to which the patron objects, all for review prior to the next monthly Library Board meeting or the monthly Library Board meeting following that meeting if the Library Board determines it has not had sufficient time to review all the submitted materials. During the Library Board meeting at which the appeal will be considered, both the patron initiating the objection and Library Staff will be afforded an opportunity to present their respective positions concerning the appeal to the Library Board, but there shall be no witness testimony. The Library Board shall render its decision at the next Library Board meeting following the hearing.
- Challenged materials shall remain on the shelves and in circulation until a final decision has been made. Challenged displays, posts, programs and other content shall remain active until a final decision is made or until their normal schedule has expired.
- The Library Board shall not consider an objection to materials previously challenged and adjudged unless a reasonable period of time has transpired in the judgment of the Library Board.

Revised 3/2/16
Reviewed 8/14/19
Reviewed 5/7/2021
Revised 02/01/2023

Gifts and Donations

Subject to any applicable provisions of state law, the Eaton Public Library follows these policies concerning gifts and donations to the Library:

Unconditional donations of gifts of books, art objects, and other materials may be accepted and will be retained or disposed of as the Library Director or designee deems appropriate and in the best interest of the Library. Library Staff will not appraise the value of donations or gifts. Staff

can acknowledge receipt of donated materials if requested. If a donor requests return of unaccepted materials, the donor will have one (1) week to claim the materials after notification by Library staff. If the materials are unclaimed after one (1) week, the Library will dispose of the materials in a manner which is in the best interest of the Library.

Conditional donations and gifts of money, real property, or stocks may be accepted if the conditions attached do not violate local, state, or federal law and are acceptable to the Library. Gift and memorial donations are subject to the same collection development policies as are purchased materials (see Collection Management section).

Revised 8/3/2022

Public Information Policy

Library announcements, letters to the editor, promotional articles, etc. must be approved by the Director before being posted or submitted.

All contact with the media regarding general operations of the Eaton Public Library will be referred to the Director. Where the communications is related to an emergency the President of the Library Board should assume representation if at all possible.

Adopted 6/3/20

Library Displays and Exhibits

Permanent artwork is selected and displayed by the Library Board and Library Director. Artwork may be exhibited in specified display cases or other areas for a temporary period in the Library at the discretion of the Library Director, subject to the following:

- The artwork displayed may be advertised for sale, at the request of the artist. Sales will be managed by the Town of Eaton and the Library will retain a percentage of the sales.
- Artwork created by children and teens may be displayed in the Children's and Teen areas at the discretion of Library Staff.

The Library provides bulletin boards and pamphlet racks for publicizing non-profit community services or agencies as well as cultural, educational, charitable, recreational and civic activities or resources. These bulletin boards and pamphlet racks are not open to the public and are only available subject to the following regulations:

- All posters, pamphlets and/or flyers shall be submitted to the Library Staff for approval prior to display and shall only be placed or posted by a Library staff member. Private, commercial, or political announcements shall not be posted.
- No information shall be displayed outside the designated areas unless they pertain to the Library, Town government or local schools, subject to Library Staff approval.
- Bulletin board notices shall be dated when posted and event posters shall be displayed for a set length of time at the discretion of Library Staff.
- EPL assumes no responsibility for preservation or protection of materials, and materials may be disposed of by Library Staff as needed.

- Posting or distribution of any such materials in the Library does not indicate EPL endorsement of the ideas, issues, or events promoted by those materials.

Library displays are planned, organized, and/or implemented by Library Staff. Library Staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits. The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by Eaton Public Library of the content of the display or exhibit, or of the views expressed in materials on display. Library Staff accept suggestions for display topics, but topics and materials selection is at the discretion of the Library Staff, and ultimately, the Library Director. Requests for review of library displays and exhibits will be considered in the same manner as requests for reconsideration of materials, as outlined in the Request for Reconsideration Policy.

Reviewed 10/02/2019

Revised 02/01/2023

Meeting Room Policy

Eaton Public library (the library) has 5 distinct areas which are available for use by the public as meeting rooms.

The **Multi-purpose Room** can hold up to 100 people and has an adjacent kitchen facility. This room has audio/visual equipment.

The **North Program Room** and **South Program Room** can each accommodate a small group (up to 12) and include meeting tables and chairs. These rooms have access to the restrooms on the main floor. Entry and exit from these rooms after normal library hours will be via the doors on the north side of the building.

Each of the two **Study Rooms** has a table and seating for no more than four people. Access is from the main collection area and they are intended for quiet study and meetings.

Library events take precedence over any other event. Rooms are available for public events during normal hours of operation. No admission fees can be charged or collected. The rooms are not available for use by for-profit groups or for sales of any type unless it is in conjunction with a library program and has received prior approval by the library director.

Users may not enter the room to prepare for their booking prior to the time they have reserved if the room is already occupied. All users must vacate the room by the prearranged time specified in the reservation. Failure to do so may be grounds to deny further use of the library meeting rooms for the group or individual responsible for the booking.

Rooms are free of charge as long as there is no additional cost to the library. A cleaning or damage fee will be charged to the responsible applicant if the room and its equipment are not returned to the condition in which they were found unless directed differently by staff. The using group is solely responsible for setup and tear down. Reservations will be taken on a first come first serve basis and can be made up to 3 months in advance.

A group may extend their reservation to six months upon approval by the Library Director if the demand for the same time slot is minimal. Permission to use the rooms does not constitute an endorsement by the library of any groups' policies or beliefs. All publicity for an event held at the library must be approved by the Library Director before it is circulated and must include the following statement: "The Eaton Public Library does not endorse or advocate the views of any group using our Meeting Room." Failure to obtain approval may result in cancellation of the reservation.

Use of Alcoholic beverages is prohibited. The Library is a NON-SMOKING building.

Groups may supply and serve light refreshments. All consumable products are the responsibility of the group and will not be furnished by the library. The library does not assume responsibility for lost or stolen articles, damage to property or injury to persons or groups using the rooms. The meeting rooms may not be used for activities which might disturb regular library functions. The library reserves the right to stop meetings that are disruptive to normal library operations.

The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicant and program participants are expected to conform to the Library's Conduct Policy, copies of which are available upon request. The responsible party must fill out an application to use a meeting room which can be obtained at the library circulation desk from staff. The user must have a valid High Plains Library District library card. Prior permission is required on a case by case basis for use of the meeting room beyond normal library hours. Infringement of any meeting room regulations shall be grounds for denial of any future use of the library meeting space. If a meeting doesn't begin or end during normal library hours an approved person will have to be present. There may be a charge for this. A library staff person must be present while the building is in use. Each group is responsible for their room setup and breakdown. The Library does not provide facility services for room usage. Please review the guidelines. The library director reserves the right to deny use of any room at his or her sole discretion.

Revised 10/7/2015
Revised 08/05/2021

Coursework Reimbursement

Employees of the Eaton Public Library are eligible for reimbursement of college level courses. The subject area is open to any topic especially history, science, literature and library science but excludes physical education, art instruction and music lessons. Reimbursement can include tuition, books and fees. Reimbursement is available under the following conditions subject to adequate funding for the library:

- The employee has completed one full year of employment at the library;
- The course and amount to be reimbursed will be approved by the director prior to enrollment.
- The employee presents documentation of completion of the course with a “C” grade or better along with a copy of tuition, books and fees paid for the course.

The maximum reimbursement available to any single employee in any calendar year is \$1,000.00.

Adopted February 9, 2011

Eaton Public Library Holiday and Closure Policy

Paid holidays and planned closures are as follows:

New Year’s Day	Monday, January 2 <i>observed</i>
Martin Luther King Day	Monday, January 16
President’s Day	Monday, February 20
Memorial Day	Monday, May 29
Juneteenth	Monday, June 19
Eaton Days	Friday, July 7
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Staff Development Day	Tuesday, September 26
Veteran’s Day	Friday, November 10
Thanksgiving Day	Thursday, November 23
Friday after Thanksgiving	Friday, November 24
Christmas Eve	Friday, December 22 <i>observed</i>
Christmas Day	Monday, December 25
½ Day New Year’s Eve, Close at 1pm	Friday, December 29 <i>observed</i>

The library will close for snow when the Town is closed and/or the School District closes. Staff will be paid for the hours that they would have worked if the library remained open.

Adopted November 2, 2022

Pandemic Policy

A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more, with limited staff and reduced hours, due to a pandemic.

Eaton Public Library will close due to pandemic if there is a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily, if there is not enough staff to maintain minimum staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the Town Manager.

Minimum staffing level for a temporary period is defined as two healthy employees, available to be present at the library during all open hours. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days may result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., wearing of gloves, masks, wiping down work areas, etc.)
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety)
- Social distancing practices in public areas
- Reduction of open hours
- Cancellation of in-house programs, special events, and meeting room reservations
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during hours of operation
- Closure of the library
- Quarantining of the collection

If the Library is open during a pandemic, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours for a specific period of time, upon approval by the Library Board.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks, to be completed in their compensated hours. When appropriate, work tools (e.g., laptops,

supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

In the event of closure necessitated by pandemic, effective communication regarding reduction in services or hours of operation must be announced in a timely manner. Library staff should follow the procedure used for any unexpected closure/program cancellation, which includes posting on the HPLD website, Facebook, on the townofeaton.colorado.gov/library website, on the library front door and on the marquee.

Priority will be given to the following essential services:

- Information services for the public, both in-person and online
- Facility Maintenance

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

Approved 7/8/2020

APPENDIX A

ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

APPENDIX B

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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

APPENDIX C

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX D

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
American Library Association Council**

APPENDIX E

Privacy of User Records – Colorado State Law

COLORADO REVISED STATUTES

TITLE 24. GOVERNMENT - STATE LIBRARIES ARTICLE 90. LIBRARIES PART 1. LIBRARY LAW

C.R.S. 24-90-119 (2023)

24-90-119. Privacy of user records

(1) Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.

(2) Records may be disclosed in the following instances:

(a) When necessary for the reasonable operation of the library;

(b) Upon written consent of the user;

(c) Pursuant to subpoena, upon court order, or where otherwise required by law;

(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.

(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

If the information requested (by a patron, parent, teacher, law enforcement, etc.) **CAN ONLY BE FOUND IN SIERRA**, it is **ILLEGAL** to release that information without a court order.

Many times the requested information can be found elsewhere—phone book, school website—so please use those resources when you can (just as you would field any other reference request).

Also note that it is **NOT** illegal for a parent to look up a child's library account online (they must have the card and pin number)—but we cannot give them the account information!

Eaton Public Library Policy Manual

2023

**Adopted by the Board of Trustees
Eaton Public Library
October 6, 2010
Revised 2016
Reviewed and Revised 2018/2019/2020/2022/2023**

Table of Contents

Mission/Vision.....	3
Affiliation With Other Libraries.....	3
Confidentiality Statement and Policies.....	4
Patron Conduct Policy.....	4
<u>Safe Child Policy.....</u>	<u>6</u>
<u>Service Animal Policy.....</u>	<u>8</u>
<u>Social Media Policy.....</u>	<u>9</u>
Circulation Policy.....	<u>511</u>
Fines and	
Fees.....	<u>137</u>
Debt Collection	
Service.....	<u>814</u>
Internet Use	
Policy.....	<u>814</u>
Wireless Access	
Policy.....	<u>915</u>
Collection Management Development.....	<u>106</u>
Discarding of Library	
Materials.....	<u>128</u>
Interlibrary Loan	
.....	<u>128</u>
<u>Intellectual Freedom and Reconsideration of Library Materials and</u> <u>Services.....</u>	<u>139</u>
Gifts and	
Donations.....	<u>1420</u>
<u>Soliciting, Petitioning Onsite.....</u>	<u>16</u>
Public Information	
Policy.....	<u>1620</u>

Displays and Exhibits.....1621

Meeting Room Policy.....1622

Coursework Reimbursement Policy.....1823

Holiday Closures.....1823

Pandemic Policy.....1924

APPENDIX I: FORMS AND DOCUMENTS.....21

- ~~Privacy of User Records CRS 24-90-119~~
- ~~Theft or mutilation of library property CRS 24-90-117~~
- ~~Library Card Application~~
- ~~Request for Reconsideration and Form~~
- ~~Eaton Public Library Use Agreement~~
- ~~Acknowledgement of Gift~~
- ~~Art Exhibit Waiver of Liability Form~~
- ~~Meeting Room Request Form~~

APPENDEIX H: ACCESS STATEMENTS.....2926

- ALA Code of Ethics
- Library Bill of Rights
- Freedom to Read
- Freedom to View ~~Privacy of User Records CRS 24-90-119~~
- Privacy of User Records CRS 24-90-119

Vision

The Eaton Public library will be recognized as a resource center for print, media, and electronic materials as well as a technology center where equipment, support and information sources are provided.

Mission

The mission of the Eaton Public Library is to provide professional library services and resources to meet the evolving educational, recreational, and informational needs of the public in an historical setting.

Affiliation With Other Libraries

The Eaton Public Library is a Member of the High Plains Library District, which includes:

District Branch Libraries:

Farr Regional, Centennial Park, Lincoln Park, Erie, Carbon Valley Regional, Riverside Branch, [LINC Library](#) and Outreach/Bookmobile

Member Libraries:

Eaton Public Library, Northern Plains Public Library (Ault), Platteville Public Library (and Nantes Library), Fort Lupton Public and School Library, Hudson Public Library, and the Glenn A. Jones Memorial Library (Johnstown)

Resource sharing is an important component in this affiliation. Materials are shared among District libraries via a courier service. The Eaton Library actively participates in the resource sharing of all types of materials in order to obtain resources of interest to local patrons and share resources with other residents of the District. Items are checked out to patrons based upon lending policies of the owning library. Fees for damaged or lost materials are assessed by the owning library per its policies. However, overdue fines are assessed based upon the item's checkout location.

Confidentiality Policy

The Eaton Public Library abides by the Privacy of user records in Colorado Revised Statutes (CRS 24-90-119) as follows:

- (1) Except as set forth in this section, a publicly supported library or library system shall not disclose any record or other information which identifies a person as having requested or obtained specific materials or service or as otherwise having used the library (CRS 24-90-119).
- (2) Records may be disclosed in the following instances:
 - A. When necessary for the reasonable operation of the library;
 - B. Upon written consent of the user;
 - C. Pursuant to subpoena, upon court order, or where otherwise required by law;
 - D. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing *by electronic means* library records of the minor.
- (3) Any library or library system official, employee, or volunteer who discloses information in violation of this section commits a Class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

The Library uses a security camera system to protect individuals and monitor parts of the building generally not within the view of library staff. The security camera system is also used to deter any criminal activity in the building. In conformity with CRS 24-90-119, the library

director or staff will release video images collected through the system to support the reasonable operations of the library or through a subpoena or court order authorized pursuant to a federal, state or local law relating to civil, criminal, administrative or legislative investigative power. The director will seek legal counsel in the event of such a legal request for release of any video images and will respond to the request according to the advice of counsel.

*Revised 8/8/2011
Revised 10/10/2011
Reviewed 11/7/2018
Revised 8/3/2022*

Patron Conduct Policy

~~The mission of the Eaton Public Library is to provide professional library services and resources to meet the evolving educational, recreational and informational needs of the public.~~

The Patron Conduct Policy has been established by the Library Board ~~of Trustees~~ to promote an environment that welcomes all people in the community, ~~and it is the patron's responsibility to assume necessary and respectful behavior standards. Patrons shall behave in a manner that will not disrupt others' use of the Library collections, space, and services including off-site events and programs.~~

The Library reserves the right to deny service to anyone whose actions interfere with the normal operation of the Library or whose actions are unlawful, violate, or restrict the rights of others to use the Library.

~~Parents or guardians, not library staff, are responsible for the safety and supervision of their children. Preschool age children should not be left unattended and appropriate behavior is expected by all children while using the library.~~

~~In order to protect the patron's right of access, ensure the safety of the patrons and staff, and protect the library's resources and facilities, the Library restricts certain activities that the director or employees deem as unacceptable in the library. The following behaviors are prohibited:~~

~~Library Staff are empowered to exercise reasonable judgement in assessing and enforcing Patron Conduct Policy. Enforcement may include verbal warning, revocation of Library privileges, and removal and/or suspension from the Library. Examples of improper behavior or conditions include but are not limited to:~~

- ~~• Committing or attempting to commit any activity that constitutes a violation of federal, state or local criminal law, statute or ordinance.~~
- ~~• Disorderly conduct, harassment, verbal abuse, foul language, lack of civility or bullying of, against or toward Library staff, volunteers and/or patrons of the Library.~~
- ~~• Damaging property, including intentional misuse or negligence.~~
- ~~• Smoking, vaping, and any use of tobacco or marijuana products.~~
- ~~• Consumption of alcohol, illegal drugs, or being under their influence.~~
- ~~• Consumption of food and beverage outside of designated areas.~~
- ~~• Lying down or sleeping in the Library.~~

- Use of scooters, roller skates, roller blades, skateboards, skate shoes or similar devices. No bicycles, grocery carts or bulky items that take up excessive space shall be brought inside the building.
- Use of public bathrooms for public bathing, washing clothes or other hygiene related tasks.
- Failure to wear shoes, shirts and appropriate clothing inside the Library at all times, in accordance with state and local decency laws.
- Commercial solicitation, petitioning, peddling and other interactions in pursuit of selling goods, services or entreating. Free speech activities are permitted outside of the Library at least ten (10) feet from the entrance provided they don't create a dangerous condition, interfere with normal access, damage property or create an unnecessary maintenance expense for the Library.
- Viewing, in plain sight, materials which are inappropriate to the surroundings including potential passersby. Unlawful display of sexually explicit materials harmful to children as identified in CRS § 18-7-502.
- Library staff reserves the right to:
 - Inspect knapsacks, bags or other containers.
 - Remove any knapsacks, bags or other containers that have been left unattended.
 - Ask patrons to clean up any area of food, trash, belongings or odor producing items.
 - Ask patrons to relocate if they are blocking or constricting traffic flow of Library aisles, walkways, exits or entrances to the building.
 - Ask patrons to leave the building whose bodily hygiene or odor is inhibiting others' use of the library. Upon resolution of the issue, the patron may return.
 - Limit the use of cell phones to discrete calls and the use of Library phones to include only short, local calls under Staff discretion.
- ~~Activity that interferes with others' use and enjoyment of the library or with the functions of the library staff.~~
- ~~Activities that present a health or security risk.~~
- ~~Activities that will damage library property or the property of library users.~~
- ~~Using library facilities for purposes other than those normally associated with a library.~~
- ~~Conduct intended to offend others, including the use of threatening or offensive language.~~
- ~~Actions that are prohibited by law.~~
- ~~Eating or drinking outside of designated areas for food and drink.~~

Engaging in prohibited behavior in the Library may result in the suspension of borrowing privileges and/or suspension of the patron's admittance to the building and grounds. Such suspension and/or denial of services may be in addition to any applicable criminal or civil charges and penalties.

- Library staff may call the police for assistance.
- The nature and seriousness of the rule or policy violation will determine the length of suspension and any conditions for reinstatement.
- Aggravating circumstances, even for a first offense, may result in a longer period of suspension.
- The Library will abide by and cooperatively implement Trespass orders, suspensions or other restrictions on an individual imposed by court order.
- Any patron aggrieved by an action to suspend the use of the facility or borrowing privileges may appeal the action by filing with the Library Director a statement in writing setting forth the reason(s) such patron believes the suspension or action is improper

within thirty (30) days. The Library Director will supply a written decision within thirty (30) days of receiving an appeal.

Any patron who steals, attempts to steal, or damages or destroys Library material, furnishings, property or equipment shall be liable for repair, replacement, processing and any other associated costs. Any person who takes, without complying with the appropriate check-out procedures, or who willfully retains any property belonging to any publicly-supported library for thirty days after receiving notice in writing to return the same, given after the expiration of the time that by the rules of such institution such property may be kept, or who mutilates such property commits a class 3 misdemeanor and shall be punished as provided in section 18-1.3-501, C.R.S. In addition, criminal charges, suspension of borrowing privileges and/or denial of admittance to the building for a period of time may also be imposed. The suspension of borrowing privileges and/or admittance to the building may be extended until the Library is reimbursed for the lost or damaged property.

The Library does not prohibit the open carry of firearms in its facilities, provided that the person is otherwise not in violation of state, federal or other laws concerning weapons. As according to law, the Library recognizes the right to concealed carry of a weapon if the person has a permit. Library Staff will contact the police concerning carrying of weapons or firearms if in their judgment there is a perceived level of risk or suspected violation of the law. The Library abides by any local ordinances concerning weapons and will contact the police when there is a suspected violation.

Patrons have the right to bring concerns, complaints and suggestions to Library Staff, Administration, or the Library Board.

~~Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or local law enforcement officers will intervene to stop prohibited activities. Failure to comply with the Patron Conduct Policy could result in the restriction or termination of library privileges and removal or expulsion from the library.~~

~~At any time the director is not available, library staff are empowered to contact the police department for assistance in removing an individual who does not comply with this policy or places staff in an uncomfortable situation.~~

~~The Patron Conduct Policy will be posted on a bulletin board in the library on and the library website.~~

*Revised 09/12/2012
Reviewed 09/12/2018
Revised 07/08/2020
Revised 02/01/2023*

Safe Child Policy

Children are welcome in the library

The Eaton Public Library welcomes children of all ages. Serving children is a vital part of the Library's mission. To make the Library an enjoyable place and encourage a love of books, reading and learning, we offer designated children's areas, programs and services for children. We strongly encourage families and children to make full and frequent use of the Library.

Children's safety

The Library is a public place. While the Library endeavors to maintain a safe environment in accordance with Library Policy and applicable law, Anyone may enter and use the facilities. Children left alone in the building can be vulnerable and at risk. Children may encounter hazards such as stairs, doors, furniture, electrical equipment, or other Library patrons. It is for the safety of each child that the Eaton Public Library has adopted this Safe Child Policy.

Access to Children and Teen Areas

The Children and Teen areas of the Library are specifically designed to serve the needs of young patrons. Staff members will place the safety of children and teens first when supporting use of these areas.

Children's Area:

The Children's Area is reserved for children ages 0-17 years or attending up to 12th grade with the following exceptions:

- Adults must be accompanied by a child to use the Children's area.
- Adults not accompanied by a child must be actively browsing and engaged in the material collection.

Adults with children in their charge are the only adults allowed to use the restroom located in the Children's area.

Teen Area:

The Teen Area is reserved for tweens and teens ages 11-17 years or attending 6th-12th grade with the following exceptions:

- Family members who are accompanied by a tween or teen.
- A mentor, caregiver, or tutor who is working with a tween or teen.
- Adults and children who are actively browsing and engaged in the material collection.

Purpose of this policy

The purpose of this policy is to inform parents and guardians that the Library does not assume responsibility for their children as well as to provide guidelines to be used by staff if a child is left unattended in the Library.

The role of Library Staff

Staff cannot and do not take over parental or childcare responsibilities for children who come into the Library. Library staff have many duties to perform in order to serve Library users of all ages. It is impossible for them to monitor the behavior or welfare of every child.

Parents' Responsibility

It is the responsibility of parents, guardians and caregivers to determine the supervision needs of their children and to provide accordingly. Parents, guardians and caregivers are responsible for monitoring their children's safety and supervising their children's behavior in accordance with the Library's Patron Conduct Policy. If a staff member is concerned that a child may not be sufficiently capable and mature to be on Library premises without supervision, the staff member may take action to correct the situation and will inform Library management of the concerns and actions taken.

Children's Responsibility

Children, like all Library users, are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children are subject to the same Patron Conduct Policy as other patrons and the same consequences, including being asked to leave the Library.

Levels of supervision required (These are general age guidelines. The ultimate decision will be made by staff).

1. Children insufficiently mature must be supervised by a parent or responsible caregiver age twelve or older at all times while in the Library or on Library grounds.

2. Children age four and younger must always be in close proximity and within sight of the person responsible for their safety.

To protect uUnattended Cchildren

If a child is left unattended at the Library in circumstances that give Library staff cause for concern about the child's safety or welfare, staff may contact child protective or law enforcement authorities.

Parents, guardians, and designated adults are required to be familiar with the Library's hours and to make advance arrangements to pick up or otherwise transport their children before the Library closes. A minor left unattended at closing time may be deemed at risk. Every reasonable effort will be made by the staff to assist the child in contacting an appropriate adult. If no responsible adult is reached, or the child is not picked up within 15 minutes of Library closing, or the end of a Library sponsored event, Library personnel may notify the police to assume custody of the child. Two staff members will wait with the child until the parent, guardian, other designated adult, or the police pick her/him up. Staff will not transport children home or to any other destination under any circumstances.

To protect eChildren in Ddanger or Rrunaways

If staff ascertain that a child or teen is in imminent danger or a runaway, they will contact the police or the proper authorities directly. If another patron is seeking information about a child or teen they believe to be in the Library, they are welcome to walk around and look for the child. Staff can convey information to the teen or child to have them contact the patron if we see them.

At times, staff may be asked or feel the need to assist or contact authorities in situations where they believe someone may be in imminent danger or harm. "Imminent danger" should be construed to mean "reasonably certain to place life or limb in peril or a serious threat to the emotional safety of patrons, volunteers or staff." Staff may have a duty to share, with the proper authorities, information they personally know based on informal conversations with patrons or on their general presence in the Library, not related to any specific substantive material or service.

Added 02/01/2023

Service Animal Policy

In compliance with the Federal Americans with Disabilities Act (ADA), service animals (including those in training) are welcome at the Eaton Public Library. Animals that are not designated as service animals are not permitted in the Library facility unless they are included in an approved library program.

Definitions:

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

“Emotional support animals” are **intended to provide companionship and support**. Service animals, on the other hand, assist individuals with disabilities by performing specific tasks. Service animals are those that have been specially trained to perform a service for a person with some form of disability.

The work or tasks performed by a service animal must be directly related to the individual’s disability.

Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

Requirements concerning service animals

According to ADA, library staff has the right to ask the animal’s handler two questions: (1) "is the dog a service animal?" and (2) "what work or task has the dog been trained to perform?" The handler is not required to provide documentation about the service animal or to prove a disability. Service animals are not required to be licensed or certified, or to be identified by a special harness or collar.

Service animals must be on a leash or harness always, unless the use of a leash or harness interferes with the animal’s effective performance of its task. If the animal cannot be leashed or harnessed, it must always be under the handler’s control via voice, signals, or other effective means.

The animal’s handler is solely responsible for the supervision and care of the animal and must be in full control keeping the animal directly with them at all times.

Conditions for removing a service animal

The library retains discretion to exclude or remove a service animal from library property if:

- The service animal is out of control and/or the service animal’s handler does not effectively control the service animal’s behavior
- The service animal is not housebroken
- The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications
- Permitting the service animal would fundamentally alter the nature of the service, program or activity

The animal’s handler will be responsible for any damage to Library or personal property and any injuries to individuals caused by the service animal. Anyone using a service animal on library property will hold the Eaton Public Library harmless and indemnify the Eaton Public Library from any such damages.

Policy added 04/06/2022

Social Media Policy

This policy has been established to define the scope and proper use of Eaton Public Library’s social media by Library staff and constituents.

Eaton Public Library uses and encourages the use of multiple social media platforms to reach its intended audience of people residing in the Library's official service area. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints but a limited forum for discussing Library programs, services, events, and resources.

The Library seeks to create a welcoming online space and does not discriminate against any views but does reserve the right to monitor content before or after it is posted to Library-owned social media sites and accounts. [The EPLibrary](#) welcomes public comments, posts, and messages on our social media networks, ~~but-and~~ reserves the right to refrain from posting user submissions and to edit or remove any messages or postings that it deems, in its sole discretion, to be inappropriate or in violation of the Library's Patron Conduct Policy. Inappropriate content includes, but is not limited to, the following:

- Commercial or charitable solicitation, or advertising or sale of merchandise or services unrelated to Library or Town business
- Copyright and/or intellectual property rights violations
- Off topic or disruptive comments
- Obscene posts
- Abusive or defamatory language and/or personal attacks
- Hateful or racist comments
- Libelous comments
- Spam
- Misleading or unfounded information
- Comments promoting or perpetuating discrimination toward any person or group
- Specific and implied threats
- Endorsements of illegal behavior or activity
- Personal info such as email addresses, telephone numbers, mailing addresses, or ID numbers

The Library reserves the right to edit or remove the content of or terminate any Library social media site or account at any time without notice, subject to retention requirements under the Public Records Law. Additionally, the Library reserves the right to terminate a person's ability to post, comment, or otherwise participate in the Library's social media tools when the person has committed a serious one-time violation, repeatedly posted any of the above listed inappropriate content, or posted as a continuation of offline behavior for which the user has been removed or banned from the Library. By choosing to comment or post content on any social media site managed by the Library, individuals agree to indemnify the Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the posted content. Content posted to the Library social media sites are subject to public disclosure and the Open Records Act. The Library does not collect, maintain or otherwise use the personal information stored on any third party site (e.g., Facebook, Instagram) in any way other than to communicate with users on that site.

The Library is represented through official social media channels created by Library Staff to maintain a message consistent with the Library's mission. As such, patrons and the public are not authorized to create new social media channels on behalf of the Library. Library Staff has responsibility for information posted on Library-owned social media accounts including, but not limited to, checking facts, citing sources, avoiding copyright infringement, and correcting errors before posting. As with any other content provided by the Library, information that is shared by Library staff on Library social media should be selected with the intention of meeting the diverse

interests and needs of the community. The decision to share or post a particular item does not necessarily imply the Library's, the Library Board's, or the Town's expressed or implied approval or endorsement of its contents. Requests for review of Library social media content will be considered in the same manner as requests for reconsideration of materials, as outlined in the Request for Reconsideration Policy. The Library grants access and authority to employees authorized by the Library Director to post, comment, and share under the profile of the Library.

The Library makes a distinction between personal employee social media accounts and organizational accounts. Views expressed by the personal accounts of Library Staff members do not represent the views of Eaton Public Library and do not serve as an official communication of the Library. Individuals may be recognized as Library employees and the comments could reflect on the organization. Staff members may not:

- Disclose any sensitive, proprietary, confidential, or financial information about the Library
- Use the Library logo, trademarks, or branding on personal social media
- Use personal online identities and accounts to represent the Library in an official capacity

As representatives of the Library and Town, Library Staff must take this policy into consideration when engaging in official or personal social media use, particularly when such an employee identifies as an employee of the Library or Town or when context might lead to that conclusion. The Library takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above or in employee performance and conduct as outlined in the Town of Eaton's Employee Handbook. Under Colorado law (CRS Sec. 24-34-402.5), it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.

Disclaimer: While the Library makes reasonable efforts to monitor the content of its digital and social media sites, the Library is not responsible for the content of any external comment or post, and expressly disclaims any liability for external comments and posts. Furthermore, external posts do not represent the position or opinion of the Library and the fact that a post remains on a Library social media account shall not be deemed an endorsement of the post by the Library. The Library does not endorse the advertisements promoted on any social media site by vendors and these promotions do not express the EPLibrary's views or positions. Comments posted within Eaton Public Library social media sites will not be considered as official requests for information or action. Official correspondence and requests will be received through the Library at 132 Maple Ave, Eaton, CO 80615.

Any concerns by Library staff or members of the public related to posts or content on any of the Library's social media accounts shall be referred to the Library Director or his/her designee.

Added 02.01.2023

Circulation Policies

The Eaton Public Library will seek to understand the informational needs and wants of all citizens and use every practical means to satisfy them in accordance with guidelines stated in the

Library Bill of Rights and the Freedom to Read and Freedom to View statements of the American Library Association.

~~The Library reserves the right to deny service to anyone whose actions interfere with the normal operation of the Library or whose actions are unlawful, violate, or restrict the rights of others to use the Library.~~

1. Every citizen of the State of Colorado shall be permitted to use materials from the Eaton Public Library. Our intended purpose is to serve all segments of the population.
2. A borrower's card is free and shall be used for each person checking out materials.
3. For Children under 16 years of age, the parent or guardian must complete and sign an application form on behalf of the child. The parent or guardian must be present when the card is issued, except when working with an institution, such as schools.
4. New District patrons must have photo ID and proof of current address in the High Plains Library District, e.g. a Colorado driver's license with correct address OR any photo ID plus verification of current address (utility bill, postmarked mail, etc.). If that information is not available, the patron will be given a Limited Card. Other borrower types must supply identification as defined below.

Library Card Borrower Types

Title	Privileges	ID Required	Use For:
Resident	full CO, computer and database use, 50 items per card, specialty checkouts, ILL	Photo ID and proof of HPLD address	HPLD residents, or own or lease property within HPLD boundaries or teach in a school within HPLD boundaries
Eaccess	computer use, remote access to databases and downloadables	Photo ID, over 16 years old No photo ID, under 16 requires a parent present	Out-of-area visitors, HPLD residents w/o proper ID who need Internet access only No residency requirement but no borrowing card
Organization Card	200 items, 3 cards per institution, cards must be presented, organization assumes responsibility	Signed by principal (if school) or person with authority in businesses	Requires special application form
Colo. Library Card	10 items, in-house computer use, ILL and remote access to databases	Photo ID and proof of address outside HPLD	Non-HPLD residents that live in Colorado
Limited	5 items, no specialty checkout materials, no ILL, includes remote database access and downloadables	Photo ID, over 16 years old	Colorado residents or HPLD residents w/o proper ID who request an item.

5. Check out periods for individuals: The Library circulates materials consistent with the Library District and Member Libraries effective November 12, 2014.
 - a. Books, Audio Books and Music: 3 weeks, 3 renewals
 - b. DVDs: 1 week, 1 renewal
 - c. Adult feature movies and all children’s videos: 1 week, 3 renewals
 - d. Adult TV series DVDs: 3 weeks, 3 renewals
 - e. E-books and E-Audio Books: 3 weeks, 1 renewal
 - f. Games: 3 weeks, 3 renewals
 - g. Passes: 3 weeks, no renewals

6. Eligible materials may be renewed in person, via phone, or online.

7. Patrons will be not be notified of overdue materials by mail per the Library District’s action. Reminders are sent via email or text if so selected by the patron. A final reminder/ bill for the materials will be sent for materials more than 90 days past due.

8. Patrons with fines/fees in excess of \$7.50 (at any district library) will be refused all checkout and computer use privileges until the fines are below \$7.50. Fines/fees may be paid at any district library or online via SmartPay.

9. Item Checkout Limits. The Library sets renewals consistent with the Library District and Member Libraries:
 - Maximum circulation limits:
 - 50 total items per patron with a maximum of:
 - 15 Media items per patron: audiobooks, DVDs and CDs

10. Maximum request/hold limits:
 - 50 total requests per patron
 - 5 Interlibrary Loan items per patron

See the section “Interlibrary Loan” for policies on those resources.

Policies updated 11/5/2014 for consistency with the Library District and Member Libraries.

Policy updated 09/07/2016

Policy updated 10/03/18

Policy updated 04/06/2022

Fines and Fees

Overdue Fines

The library will not collect overdue fines on materials owned by Eaton Public Library or any library within the High Plains System.

Interlibrary Loan materials:

\$1.00/item per day

Lost Items

Owned by Eaton Public Library:

Value on bibliographic record OR
replacement cost as determined by Director

Owned by another District library:	Value on record OR owning library's discretion
Interlibrary Loan materials:	Determined by lending library

Any fees assessed for damaged, missing or incomplete items are at the discretion of the Director.

The Library Board delegates to the director the determination of charges for transmitting and receiving faxes, photocopying and printing services used by the public.

All fines and fees can be paid in person with cash or check or online through the SmartPay module in MyLibrary.us.

Any charges for damage to the property or contents of the Library is subject to the ordinances of the Town and state statutes.

*Eliminated all fines on EPL materials 8/1/18
Policy reviewed 04/06/2022*

Debt Collection Services

All HPLD Branches and most Member libraries participate in a Debt Collect program through Unique Management Services. All accounts are automatically assessed fees based upon the following:

Accounts with a balance between \$10.00 and \$24.99: \$5.00 Debt Collect fee
Accounts with a balance of \$25.00 or more: \$10.00 Debt Collect fee

Debt Collect fees are charged to the Library by Unique Management and SHOULD NOT BE WAIVED except at the Director's discretion. The Library will still be liable for the attempted collection fee.

*Revised 11/6/12
Revised 09/07/16
Reviewed 11/1/18
Reviewed 04/06/2022*

Internet Use Policy

The mission of the Eaton Public Library is to provide professional library services and resources to meet the evolving educational, recreational, and informational needs of the public.

In support of its mission, the Eaton Public Library provides free public access to the Internet, a computer network that allows users to access information shared by other computer users worldwide. The Internet provides access to a vast array of information, ideas, and research tools, augmenting information in other formats available in the Eaton Public Library, and including materials beyond the scope of resources selected by the Library. The Library expects that each patron use her or his assigned library card to access a public computer.

A public library is a "limited public forum." Access to information is subject to reasonable restrictions on time, place, and manner. The Eaton Public Library's control over content accessed by patrons using the Internet is governed by federal and state laws: the federal

Children’s Internet Protection Act (CIPA) and Colorado HB01-1004. In order to comply with these laws, the Library has installed content filters on all library computers that block access to illegal content as defined by federal and state law: Obscenity; Child Pornography; Materials deemed “harmful to minors”.

The Eaton Public Library may not infringe on patrons’ First Amendment rights. Upon the request of any patron, an authorized library employee will temporarily disable the filter.

While the Internet greatly expands access to information, it contains information that may be inaccurate, outdated, or offensive. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information accessed. As with all library materials, parents, guardians, or caregivers - NOT library staff - are responsible for information selected and/or accessed by their children. Parents wishing to limit their children’s Internet access at the library are advised to supervise their children’s Internet sessions at the library.

Patron use of the Internet at the Eaton Public Library is a privilege and voluntary. Misuse of the Library’s computers or misconduct during use will result in immediate loss of computer privileges. This may include, but is not limited to:

- Use of Internet access to obtain, transmit, or display materials in violation of CIPA and/or Colorado Library Law, C.R.S. 24-90-100, part 6
- Attempts to alter or damage computers, other digital equipment, software configurations, or files that are the property of the Library
- Violation of copyright or software license agreements
- Attempts to access the Library’s network without authorization
- Intentional propagation and/or transmission of computer viruses
- Violation of the Eaton Public Library’s “Patron Conduct” policy

Reviewed 12/05/2018

Reviewed 04/06/2022

Wireless Access Policy

The following guidelines are adapted from the HPLD Internet Use Policy and are set forth to direct an individual’s use of this wireless network.

The Eaton Public Library (EPL) is pleased to offer free public access to the Internet, a computer network that allows users to access information shared by other computer users worldwide. Wireless access is provided to patrons through an independent Internet provider. The network provides unfiltered access to a vast array of information, ideas, and research tools, augmenting information in other formats available at EPL, and including materials beyond the scope of resources selected by EPL.

A public library is a “limited public forum.” Access to information is subject to reasonable restrictions on time, place and manner. EPL may not infringe on patrons’ First Amendment rights. As with all library materials, parents, guardians, or caregivers, not the EPL, are responsible for information viewed, selected and/or accessed by their children. Parents wishing to limit their children’s exposure to the internet and its content are advised to supervise their children’s library visit.

While the Internet greatly expands access to information, it contains information that may be inaccurate, outdated, or offensive. Patron use of the Internet carries with it the responsibility to

evaluate the quality of the information accessed. In order to find accurate and reliable online information, EPL staff is available to help patrons navigate, identify, access and evaluate resources on the Internet. The Library also provides access to paid subscription databases. Library staff offers a variety of classes for patrons who wish to receive instruction on the Internet and personal computer use.

Misuse of the wireless network will result in loss of privileges and any illegal activity will be prosecuted to the fullest extent of the law. Such misuse includes, but is not limited to

- use of the Internet to obtain, transmit, or display photographs, images, or drawings which are in violation of the Federal Children’s Internet Protection Act and Colorado Library Law, C.R.S. 24-90-100, part 6;
- violation of the Federal law prohibiting the transportation of obscene matters for sale or distribution
- attempts to alter or damage EPL or other patron’s computers, other digital equipment, software configurations, files or data
- attempts to enter EPL’s network or gain access to other patron systems without authorization
- intentional propagation and/or transmission of computer viruses; and violation of copyright or software license agreements

Neither the Eaton Public Library nor the High Plains Library District assumes responsibility for the safety of equipment or for notebook/laptop computers or other wireless device configurations, security, or data files resulting from connection to the network.

Revised 01/09/19
Reviewed 04/06/2022

Collection Management Policy

The purpose of having a written policy concerning selection of materials is to further the objectives of the library (as stated in the Mission), to guide librarians in the selection of materials and to inform the public about the principles that guide selection.

Community Served

The primary service population is residents of Eaton as defined in the boundaries of Eaton School District. Through the High Plains Library District and interlibrary loan the collection is available to a potentially very broad population. The collection of the Eaton Library cannot serve as the primary resource for the needs of higher education or kindergarten through 12 education but will support both with a wide range of non-fiction materials at all age levels if appropriate to both education and the general interests of the community.

Responsibility

The Library Board is responsible for approving the collection development policy. The Board delegates full responsibility for the selection and removal of materials to the Library Director.

Authority

The ultimate responsibility for book selection, as for all library activity, rests with the Director, who operates with the support of the Board. It is desirable to have the participation of the library staff in the selection process, and input from the community is encouraged. The Director shall establish procedures for this participation.

Basic Selection Criteria

The purpose of selection criteria is to obtain materials to further the library program of providing information, reference assistance, and to help those engaged in educational pursuits, as well as to provide recreational reading.

The library has the responsibility to keep a representative selection of material on all subjects of interest to its users including materials on all sides of controversial questions. Materials will be selected within the limits of the budget.

The criteria for material selection will include one or more of the following:

- _ Appropriateness to library's mission and service responses
- _ Relationship to existing collection and other titles available in the District
- _ Availability elsewhere or more in keeping with other institutions' roles
- _ Availability to purchase or access
- _ Requests by patrons, advisory groups, and staff
- _ Suitability of format for user's need and subject
- _ Community interests and needs
- _ Relevance to the experiences and contributions of diverse populations
- _ Levels of funding and cost of item
- _ Anticipated use
- _ Physical quality of material
- _ Value of resource in relation to its cost
- _ Authority, accuracy and accessibility of presentation
- _ Currency of information
- _ Reputation of author, publisher or issuing body
- _ Attention and response of critics, reviewers and general public
- _ Subject matter and scope
- _ Historical significance
- _ Quality and style of writing
- _ Inclusion of work in bibliographies, recommendation lists, indexes

Scope of Materials Selected

EPL will provide materials to meet its stated objectives (Mission), which may include books, periodicals, audiobooks, music CDs, DVDs, Internet access, and informational databases via computers. The library will have some material for self-study, but it is not primarily designed to furnish reading required for academic courses.

FICTION

EPL will acquire fiction material in a wide range of genres. Material is purchased in a variety of formats e.g. hardback, paperback, large print, audiobook. Emphasis is on mainstream and genre fiction by American and English authors. Selected titles are purchased as "Express" duplicate copy to meet local interest in new titles by popular authors. These copies are withdrawn when interest diminishes, usually three to four months after receipt.

NONFICTION

The nonfiction collection emphasizes timely, accurate and useful informational materials to support general community interests. It emphasizes materials that are current and in high demand. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. Nonfiction material is purchased in a variety of formats e.g. hardback,

paperback, large print, audiobook, DVD. EPL does not acquire rare, antiquarian or other scholarly materials.

REFERENCE

EPL collects very few reference works and most of those collected are available for circulation. Few will be cataloged or identified as “Reference.” Some reference resources will be provided via electronic access through the High Plains Library District.

ELECTRONIC RESOURCES

EPL is a member of the High Plains Library District which adds and removes electronic resources and databases based upon usage, cost and alternate resources. The Library may contract for additional databases if they provide unique resources not met through the District’s selection.

COLLECTIONS FOR YOUTH AND THEIR FAMILIES

In addition to the Fiction and Nonfiction criteria above, children’s resources are selected with these additional criteria:

- Age and interest, appropriate content, and presentation
- Emphasis on quality, acclaimed materials as demonstrated by awards, specialized bibliographies and/or reviews
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students,
- Information and stories, which represent a spectrum of family styles, values and interests
- Materials, which represent the richness and diversity of young people’s local and world community
- Materials which meet the particular developmental needs of youth at different stages

Membership in the High Plains Library District enables users of the Eaton Public Library to obtain non-fiction and fiction materials which are not selected by EPL. Interlibrary Loan services also enable users to receive materials from libraries throughout the state and nation.

Revised 1/9/2019

Discarding of Library Materials

The library shall make every effort to maintain a collection that is relevant to the needs of the community and supports its purpose. The library will continually evaluate the collection and decide to remove individual or groups of items in order to acquire new materials. The criteria for discarding items shall be:

- Physical condition e.g. torn pages, crayon or pen scribbling, water damage, damaged covering
- Duplication of the same title in one format
- Outdated material and incomplete information
- Lack of circulation by residents

Discarded materials are given to the Friends of the Eaton Library for their book sales, donated to non-profit agencies, recycled or destroyed.

*Adopted 3/6/2013
Reviewed 3/6/2019*

Interlibrary Loan

The following borrowing policy is High Plains Library District policy.

BORROWING:

Patrons must have a valid High Plains Library District library card, be a resident of the High Plains Library District, and have an account in good standing in order to request Interlibrary Loan materials. High Plains Library District will borrow Interlibrary Loan items on behalf of an individual patron only.

Patrons may have up to five active Interlibrary Loan requests at any one time, and may request items via written form, online form, WorldCat, or by phone. Interlibrary Loan requests may be any genre or media type.

The District will not borrow/Interlibrary Loan items that are currently in our collections unless the items are missing or lost. The checkout period for borrowed materials is dictated by the lending library. There are no renewals and no grace period on Interlibrary Loan items. The District assesses a fee of \$1.00 per day if overdue.

Patrons are responsible for all costs related to lost or damaged Interlibrary Loan items.

Patrons cannot request the same item again until 60 days from the return date.

LENDING:

The Eaton Library participates in the national interlibrary loan program by lending materials to other Colorado and out-of-state libraries. Materials are generally loaned for four weeks. Certain items loaned may be identified as “in library use only” due to condition, local interests, value, or other criteria identified by the Director.

Revised 3/6/2013

Reviewed 4/3/2019

Reviewed 04/06/2022

Intellectual Freedom and Reconsideration of Library Materials and Services

Censorship must be exercised by the ~~patron individual~~ for ~~him/herself/themselves~~ alone. ~~Library The-s~~Staff and ~~the Library~~ Board of Trustees cannot restrict the freedom of selection of the ~~patron individual~~, and neither can that ~~patron individual~~ restrict the freedom of selection of other ~~patronss~~. Library materials are chosen for their interest, information, and enlightenment value to the people of the community, not by the standards of one group in the community.

~~The Library labels certain items as Children’s or Teen’s materials for patron guidance, but it does not act in loco parentis to review or regulate the materials minors use or check out. Some Internet sites and other Library materials may be considered inappropriate for children. Parents or guardians should guide their children and inform them as to what is and is not appropriate for them to access. Responsibility for materials read or viewed by children and adolescents rests with their parents and legal guardians. While a person may reject material for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the material by others.~~

The Library supports Intellectual Freedom and endorses the Library Bill of Rights (see Appendix B) and the following Intellectual Freedom Statements: Freedom to Read (see Appendix C) and

~~the Library Bill of Rights from the (American Library Association), and the Freedom to View (see Appendix D) from the (Educational Film Library Association). The Library will work with others to resist unlawful abridgement of the free access to ideas and freedom of expression that are the tradition and heritage of American citizens.~~

~~Citizens wishing reconsideration of library material owned by the Eaton Public Library will be given a copy of *Some Words for the Concerned Citizen* and be asked to complete the *Request for Reconsideration of Library Materials* form found in the Appendix.~~

~~The procedures for review of material are:~~ Library procedures for reconsideration of materials, displays, programs and other content owned and facilitated by Eaton Public Library are as follows:

- Submissions of an objection or reconsideration under this Policy will only be accepted by current residents of the Library's official service area (Weld RE-2 School District boundaries). While the Library is pleased to serve patrons from a wider area, the citizens of the Library's service area are the primary group for whom materials, displays, and programs are purchased and planned.
- The Library Director will respond to a submission of a written objection by providing the patron; with a written explanation of Library policies, the Library Director's decision regarding the objection, the support for the decision, and an explanation of the procedures for the patron to appeal the decision of the Library Director. The Library Director's response will be sent (by US mail or electronically) no later than thirty (30) working days after the objection is received by Library Staff.
- To appeal the Library Director's decision regarding the challenged material, the patron shall file a written request for an appeal stating the grounds for appeal, and such written request shall be filed with the Library Director no later than thirty (30) days after the Library Director's response is sent to the patron making the written objection. The Library Board will receive the patron's written objection, the Library Director's written response to the patron's written request for an appeal, and copies of the material to which the patron objects, all for review prior to the next monthly Library Board meeting or the monthly Library Board meeting following that meeting if the Library Board determines it has not had sufficient time to review all the submitted materials. During the Library Board meeting at which the appeal will be considered, both the patron initiating the objection and Library Staff will be afforded an opportunity to present their respective positions concerning the appeal to the Library Board, but there shall be no witness testimony. The Library Board shall render its decision at the next Library Board meeting following the hearing.
- Challenged materials shall remain on the shelves and in circulation until a final decision has been made. Challenged displays, posts, programs and other content shall remain active until a final decision is made or until their normal schedule has expired.
- The Library Board shall not consider an objection to materials previously challenged and adjudged unless a reasonable period of time has transpired in the judgment of the Library Board.
- ~~The Director receives the form and acknowledges receipt within 48 hours.~~

- ~~The Director transmits a copy to all Library Board members.~~
- ~~The President of the Board will appoint a committee from the Library Board to review the request for reconsideration. The Director will be a non-voting member at the meeting.~~
- ~~The committee will meet within two weeks to discuss the challenge, read or view the material in question and read reviews for the material if available. Deliberation will consider the mission and collection development policy for the Library as well as the *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements. The committee will report its recommendation to maintain the material's status, change its location or reading level, or remove the material in question to the Library Board electronically.~~
- ~~At its next regular meeting the Board will vote to maintain the material's status, change its location or reading level, or remove the material in question.~~
- ~~The Board president will, within two days after the board meeting, notify the challenger of the Board's decision.~~
- ~~No record of individual votes will be kept; only the outcome will be reported.~~

~~The form for requesting reconsideration is in the Appendix of this document.~~

~~Reviewed 5/7/2021~~
 Revised 3/2/16
 Reviewed 8/14/19
Reviewed 5/7/2021
Revised 02/01/2023

Gifts and Donations

Subject to any applicable provisions of state law, the Eaton Public Library follows these policies concerning gifts and donations to the Library:

Unconditional donations of gifts of books, art objects, and other materials may be accepted and will be retained or disposed of as the Library Director or designee deems appropriate and in the best interest of the Library. Library Staff will not appraise the value of donations or gifts. Staff can acknowledge receipt of donated materials if requested. If a donor requests return of unaccepted materials, the donor will have one (1) week to claim the materials after notification by Library staff. If the materials are unclaimed after one (1) week, the Library will dispose of the materials in a manner which is in the best interest of the Library.

Conditional donations and gifts of money, real property, or stocks may be accepted if the conditions attached do not violate local, state, or federal law and are acceptable to the Library. Gift and memorial donations are subject to the same collection development policies as are purchased materials (see Collection Management section).

Revised 8/3/2022

~~Soliciting, Petitioning Onsite~~

~~The Eaton Public Library prohibits any solicitors, vendors, or other sellers of goods and services onsite that impede the work of staff or library use by patrons. In library sales of materials or services must have the express permission of the Director.~~

~~Free speech activities, including petitioning, political and campaign activities, and distribution of flyers, are permitted outside the library but may NOT impede the flow of patron traffic or block exits.~~

Reviewed 9/4/2019

Public Information Policy

Library announcements, letters to the editor, promotional articles, etc. must be approved by the Director before being posted or submitted.

All contact with the media regarding general operations of the Eaton Public Library will be referred to the Director. Where the communications is related to an emergency the President of the Library Board should assume representation if at all possible.

Adopted 6/3/20

Library Displays and Exhibits

Permanent artwork is selected and displayed by the Library Board and Library Director. Artwork may be exhibited in specified display cases or other areas for a temporary period in the Library at the discretion of the Library Director, subject to the following:

- The artwork displayed may be advertised for sale, at the request of the artist. Sales will be managed by the Town of Eaton and the Library will retain a percentage of the sales.
- Artwork created by children and teens may be displayed in the Children's and Teen areas at the discretion of Library Staff.

The Library provides bulletin boards and pamphlet racks for publicizing non-profit community services or agencies as well as cultural, educational, charitable, recreational and civic activities or resources. These bulletin boards and pamphlet racks are not open to the public and are only available subject to the following regulations:

- All posters, pamphlets and/or flyers shall be submitted to the Library Staff for approval prior to display and shall only be placed or posted by a Library staff member. Private, commercial, or political announcements shall not be posted.
- No information shall be displayed outside the designated areas unless they pertain to the Library, Town government or local schools, subject to Library Staff approval.
- Bulletin board notices shall be dated when posted and event posters shall be displayed for a set length of time at the discretion of Library Staff.
- EPL assumes no responsibility for preservation or protection of materials, and materials may be disposed of by Library Staff as needed.
- Posting or distribution of any such materials in the Library does not indicate EPL endorsement of the ideas, issues, or events promoted by those materials.

~~The Library has very little space for displays and exhibits. Any display which is approved by the Director shall be set up and removed by the exhibitor at dates specified by the Director. Displays and exhibits that are religious, political or for profit ventures will not be allowed. Art work may be displayed but selling prices will not be allowed. The Eaton Public Library is not responsible for any loss, theft, or damage to items on display. Insurance is the sole responsibility of the exhibitor.~~

Library displays are planned, organized, and/or implemented by Library Staff. Library Staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits. The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by Eaton Public Library of the content of the display or exhibit, or of the views expressed in materials on display. Library Staff accept suggestions for display topics, but topics and materials selection is at the discretion of the Library Staff, and ultimately, the Library Director. Requests for review of library displays and exhibits will be considered in the same manner as requests for reconsideration of materials, as outlined in the Request for Reconsideration Policy.

Reviewed 10/02/2019
Revised 02/01/2023

Meeting Room Policy

Eaton Public library (the library) has 5 distinct areas which are available for use by the public as meeting rooms.

The **Multi-purpose Room** can hold up to 100 people and has an adjacent kitchen facility. This room has audio/visual equipment.

The **North Program Room** and **South Program Room** can each accommodate a small group (up to 12) and include meeting tables and chairs. These rooms have access to the restrooms on the main floor. Entry and exit from these rooms after normal library hours will be via the doors on the north side of the building.

Each of the two **Study Rooms** has a table and seating for no more than four people. Access is from the main collection area and they are intended for quiet study and meetings.

Library events take precedence over any other event. Rooms are available for public events during normal hours of operation. No admission fees can be charged or collected. The rooms are not available for use by for-profit groups or for sales of any type unless it is in conjunction with a library program and has received prior approval by the library director.

Users may not enter the room to prepare for their booking prior to the time they have reserved if the room is already occupied. All users must vacate the room by the prearranged time specified in the reservation. Failure to do so may be grounds to deny further use of the library meeting rooms for the group or individual responsible for the booking.

Rooms are free of charge as long as there is no additional cost to the library. A cleaning or damage fee will be charged to the responsible applicant if the room and its equipment are not returned to the condition in which they were found unless directed differently by staff. The using group is solely responsible for setup and tear down. Reservations will be taken on a first come first serve basis and can be made up to 3 months in advance.

A group may extend their reservation to six months upon approval by the Library Director if the demand for the same time slot is minimal. Permission to use the rooms does not constitute an endorsement by the library of any groups' policies or beliefs. All publicity for an event held at the library must be approved by the Library Director before it is circulated and must include the following statement: "The Eaton Public Library does not endorse or advocate the views of any group using our Meeting Room." Failure to obtain approval may result in cancellation of the reservation.

Use of Alcoholic beverages is prohibited. The Library is a NON-SMOKING building.

Groups may supply and serve light refreshments. All consumable products are the responsibility of the group and will not be furnished by the library. The library does not assume responsibility for lost or stolen articles, damage to property or injury to persons or groups using the rooms. The meeting rooms may not be used for activities which might disturb regular library functions. The library reserves the right to stop meetings that are disruptive to normal library operations.

The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicant and program participants are expected to conform to the Library's Conduct Policy, copies of which are available upon request. The responsible party must fill out an application to use a meeting room which can be obtained at the library circulation desk from staff. The user must have a valid High Plains Library District library card. Prior permission is required on a case by case basis for use of the meeting room beyond normal library hours. Infringement of any meeting room regulations shall be grounds for denial of any future use of the library meeting space. If a meeting doesn't begin or end during normal library hours an approved person will have to be present. There may be a charge for this. A library staff person must be present while the building is in use. Each group is responsible for their room setup and breakdown. The Library does not provide facility services for room usage. Please review the guidelines. The library director reserves the right to deny use of any room at his or her sole discretion.

*Revised 10/7/2015
Revised 08/05/2021*

Coursework Reimbursement

Employees of the Eaton Public Library are eligible for reimbursement of college level courses. The subject area is open to any topic especially history, science, literature and library science but excludes physical education, art instruction and music lessons. Reimbursement can include tuition, books and fees. Reimbursement is available under the following conditions subject to adequate funding for the library:

- The employee has completed one full year of employment at the library;
- The course and amount to be reimbursed will be approved by the director prior to enrollment.
- The employee presents documentation of completion of the course with a “C” grade or better along with a copy of tuition, books and fees paid for the course.

The maximum reimbursement available to any single employee in any calendar year is \$1,000.00.

Adopted February 9, 2011

Eaton Public Library Holiday and Closure Policy

Paid holidays and planned closures are as follows:

New Year’s Day	Monday, January 2 <i>observed</i>
Martin Luther King Day	Monday, January 16
President’s Day	Monday, February 20
Memorial Day	Monday, May 29
Juneteenth	Monday, June 19
Eaton Days	Friday, July 7
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Staff Development Day	Tuesday, September 26
Veteran’s Day	Friday, November 10
Thanksgiving Day	Thursday, November 23
Friday after Thanksgiving	Friday, November 24
Christmas Eve	Friday, December 22 <i>observed</i>
Christmas Day	Monday, December 25
½ Day New Year’s Eve, Close at 1pm	Friday, December 29 <i>observed</i>

The library will close for snow when the Town is closed and/or the School District closes. Staff will be paid for the hours that they would have worked if the library remained open.

Adopted November 2, 2022

Pandemic Policy

A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more, with limited staff and reduced hours, due to a pandemic.

Eaton Public Library will close due to pandemic if there is a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily, if there is not enough staff to maintain minimum staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the Town Manager.

Minimum staffing level for a temporary period is defined as two healthy employees, available to be present at the library during all open hours. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days may result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., wearing of gloves, masks, wiping down work areas, etc.)
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety)
- Social distancing practices in public areas
- Reduction of open hours
- Cancellation of in-house programs, special events, and meeting room reservations
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during hours of operation
- Closure of the library
- Quarantining of the collection

If the Library is open during a pandemic, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the

event of closure, employees shall be compensated for their regularly scheduled hours for a specific period of time, upon approval by the Library Board.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks, to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

In the event of closure necessitated by pandemic, effective communication regarding reduction in services or hours of operation must be announced in a timely manner. Library staff should follow the procedure used for any unexpected closure/program cancellation, which includes posting on the HPLD website, Facebook, on the townofeaton.colorado.gov/library website, on the library front door and on the marquee.

Priority will be given to the following essential services:

- Information services for the public, both in-person and online
- Facility Maintenance

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

Approved 7/8/2020

~~APPENDIX I~~

~~FORMS AND DOCUMENTS~~

~~Privacy of User Records—Colorado State Law~~

~~COLORADO REVISED STATUTES~~

~~TITLE 24. GOVERNMENT—STATE LIBRARIES~~

~~ARTICLE 90. LIBRARIES PART 1. LIBRARY LAW~~

~~C.R.S. 24-90-119 (2003)~~

~~24-90-119. Privacy of user records~~

~~(1) Except as set forth in subsection (2) of this section, a publicly supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.~~

~~(2) Records may be disclosed in the following instances:~~

~~(a) When necessary for the reasonable operation of the library;~~

~~(b) Upon written consent of the user;~~

~~(c) Pursuant to subpoena, upon court order, or where otherwise required by law;~~

~~(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.~~

~~(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.~~

~~If the information requested (by a patron, parent, teacher, law enforcement, etc.) CAN ONLY BE FOUND IN SIERRA, it is ILLEGAL to release that information without a court order.~~

~~Many times the requested information can be found elsewhere—phone book, school website—so please use those resources when you can (just as you would field any other reference request).~~

~~Also note that it is NOT illegal for a parent to look up a child's library account online (they must have the card and pin number)—but we cannot give them the account information!~~

~~**24-90-117. Theft or mutilation of library property.**~~

~~Any person who takes, without complying with the appropriate check-out procedures, or who willfully retains any property belonging to any publicly supported library for thirty days after receiving notice in writing to return the same, given after the expiration of the time that by the rules of such institution such property may be kept, or who mutilates such property commits a class 3 misdemeanor and shall be punished as provided in section 18-1.3-501, C.R.S.~~

**EATON PUBLIC LIBRARY
LIBRARY CARD APPLICATION**

STAFF USE ONLY	
DATE _____	Circle One
DL # _____	R CLC
Name Search ____	UV TEM
Checked ID ____	NET NR
Staff Initials ____	

NAME _____
_____ **Last** _____ **First** _____ **MI** _____ **GENDER: M F**

ADDRESS _____ **COUNTY** _____

City _____ **State** _____ **ZIP** _____

Phone _____ **Home** __ **Cell** __ **Business** __
Please use the phone number that the automated caller should dial.

E-Mail _____

Preferred Contact: Phone __ **E-Mail** __ **Language: English** __ **Spanish** __

Birthdate: _____
_____ **Month** _____ **Day** _____ **Year**

Signature _____

IF APPLICANT IS UNDER 16:

Guardian Name _____
_____ **Last** _____ **First**

MI

Phone _____ **Home** __ **Cell** __ **Business** __

Signature _____

Request for Reconsideration

~~Libraries serve an entire community and have a responsibility to try to serve as many needs and interests as possible. The Eaton Public Library selects materials on the basis of quality, usefulness, popularity or recreational value. Some things in the library's collection may be offensive to one person but not to other people. If you are offended please remember that your standards may not be the same as someone else's and what is offensive to one person may be appealing to someone else. Parents must take responsibility for the reading and viewing habits of their children: the Library does not restrict children from any item.~~

~~The procedures for review of complaints of material are:~~

- ~~• The Director receives the completed form and acknowledges receipt within 48 hours.~~
- ~~• The Director transmits a copy to all Library Board members.~~
- ~~• The President of the Board will appoint a committee from the Library Board to review the request for reconsideration. The Director will be a non-voting member at the meeting.~~
- ~~• The committee will meet within two weeks to discuss the request, read or view the material in question, and read reviews for the material if available.~~
- ~~• Deliberation will consider the mission and collection development policy for the Library as well as the *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements.~~
- ~~• The committee will electronically report to the Library Board its recommendation to maintain the material's status, change its location or reading level, or remove the material in question.~~
- ~~• At its next regular meeting the Board will vote to maintain the material's status, change its location or reading level, or remove the material in question.~~
- ~~• The Board president will, within two days, notify the challenger of the Board's decision.~~
- ~~• No record of individual votes will be kept; only the final outcome will be reported.~~

Request for Reconsideration – Form

Library policy requires that requests for reconsideration be filed on this form so that the complaint can be discussed by the Library Board in detail. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Name _____

Telephone _____ Address _____

City _____ Zip Code _____

Email _____

Author _____

Title _____

Publisher _____

Check One Item:

_____ Book _____ Magazine _____ Video _____ Other _____

1.) What is objectionable to you?

2.) What do you feel might be the result of reading, hearing or seeing this material?

3.) Is there anything good about this material?

4.) Did you read/view/listen to the entire? If NO, what parts?

5.) Are you aware of the evaluation of this material by professional reviewers or critics?

6.) What would you like to have the library do about this material?

_____ Date _____ Signature _____

Eaton Public Library Use Agreement

~~*Exhibitors and their guests must adhere to the Patron Conduct Policy at all times.*~~

~~*All set up and clean up must be completed during business hours.*~~

~~*The Eaton Public Library is not responsible for personal property/exhibits during events.*~~

~~Please fill out and submit the following form at least 3 weeks prior to event. Requests will be accommodated on an as available, first come, first served basis pending approval by the Director.~~

~~Event Date: _____~~

~~Event Time: _____~~

~~Event Title: _____~~

~~No. Expected to Attend: _____~~

~~Space Requested:~~

~~____ Meeting/Class Area _____ Display _____ Basement Meeting Room~~

~~Please Check All That Apply:~~

~~____ Tables and Chairs (the library has tables/chairs available for approx. 20 people)~~

~~____ Chairs Only (the library has seating/chairs available with space for approx. 30 people)~~

~~____ Media Equipment~~

~~____ CD/Cassette Player~~

~~____ Overhead Projector~~

~~____ Digital Projector and Screen~~

~~____ Projector w/Laptop and Screen (PowerPoint, other multimedia shows, etc.)~~

~~____ Projector w/DVD/VHS Player and Screen (home movies, slideshows, etc.)~~

~~____ Internet Access (the library provides free wireless Internet access)~~

~~The Eaton Public Library DOES NOT provide the following:~~

~~____ Art/Exhibit Mounting Supplies—tape, scissors, staples/staplers, etc.~~

~~____ Ladders, Cleaning Supplies, Storage Area~~

~~____ Insurance Against Damage to Personal Property/Exhibits~~

~~____ Set up/Tear down Assistance~~

~~Please keep a copy of this document for your records.~~

~~Requestor _____ Contact Info: Phone _____~~

~~Date _____ E-mail _____~~

Acknowledgement of Gift
Eaton Public Library
132 Maple Avenue
Eaton, CO 80615

Date: _____

The Eaton Public Library acknowledges receipt of the following items from:

Name: _____

Address: _____

Items Received:

The donor acknowledges that these itemized materials are accepted and used within the Collection Development Policy of the Library.

For tax purposes it is the responsibility of the donor to determine any value of the items listed above based upon IRS Publication 561: Determining the Value of Donated Property.

We thank you for your contribution and continuing support of the Eaton Public Library.

Library Representative

Art Exhibit Waiver of Liability Form

Thank you for your interest in exhibiting at the Eaton Public Library. Please complete the following application and return it to the Library Director.

Artist _____ Date _____

Address _____

Home phone _____ Work phone _____

E-mail address _____

I understand that my artwork is scheduled to be on display from _____ (mm/dd/yy) to _____ (mm/dd/yy). I agree to pick up my artwork on or before _____ (mm/dd/yy) during normal hours of operation.

By signing this form, I acknowledge that the Eaton Public Library is not responsible for the security of any work displayed on the premises. Any items deemed lost, stolen, damaged or missing are the sole responsibility of the submitting artist.

Signature _____ Date _____

Please return form to:

**Eaton Public Library
Attn: Library Director
132 Maple Avenue
Eaton, Colorado
80615**

Questions? Call 970-454-2189

MEETING ROOM REQUEST FORM

Requested By: ~~Organization Name~~

Organization Address: _____

E-Mail Address: _____

Specify: Library Related _____ Government Agency _____ Not for Profit _____

Nature of the Meeting: _____

Meeting Date: _____ Start Time: _____ End Time: _____

Room Requested: _____

Probable Number of Attendees: _____ Number of Tables

_____ Chairs: _____

**Each group is responsible for their room set up and breakdown. The Library does not provide facilities services for room usage. Please review the guidelines.*

Liability for Use of Facility: In consideration of the Eaton Public Library lending the above specified room (s) to the undersigned on the date and time specified, the undersigned hereby expressly agrees to indemnify and hold Eaton Public Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorney's fees arising out of, or resulting from occupancy or use of the aforementioned premises by the borrower.

I have read the policies and guidelines for the use of the Meeting Room (s) and agree that my group will follow the rules set forth.

Organization Officer:

Name: _____ Title: _____

Address: _____

Telephone Number: _____ Signed and Dated this _____ day of _____ 20__

Signature: _____

Contact Person: _____ Title: _____

For Staff Use Only

Approved by: _____ Date: _____

Modifications or Restrictions if Any: _____

Disapproved: _____ Date: _____

Reasons for disapproval: _____

Date booked: _____ Entered by: _____ Room reserved: _____

~~APPENDIX II~~
~~ACCESS STATEMENTS~~

APPENDIX A

ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

APPENDIX B

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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

APPENDIX C

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX D

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
American Library Association Council**

APPENDIX E

Privacy of User Records – Colorado State Law

COLORADO REVISED STATUTES

TITLE 24. GOVERNMENT - STATE
LIBRARIES

ARTICLE 90. LIBRARIES

PART 1. LIBRARY LAW

C.R.S. 24-90-119 (20203)

24-90-119. Privacy of user records

(1) Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.

(2) Records may be disclosed in the following instances:

(a) When necessary for the reasonable operation of the library;

(b) Upon written consent of the user;

(c) Pursuant to subpoena, upon court order, or where otherwise required by law;

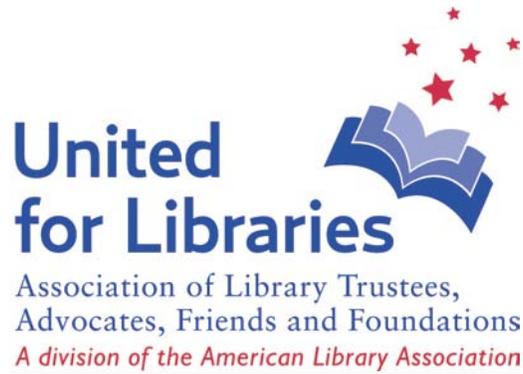
(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.

(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

If the information requested (by a patron, parent, teacher, law enforcement, etc.) CAN ONLY BE FOUND IN SIERRA, it is ILLEGAL to release that information without a court order.

Many times the requested information can be found elsewhere—phone book, school website—so please use those resources when you can (just as you would field any other reference request).

Also note that it is NOT illegal for a parent to look up a child's library account online (they must have the card and pin number)—but we cannot give them the account information!



PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Trustee Professional Development Workshop

The Library Board meets annually to participate in professional development and teambuilding. The Colorado State Library offers a variety of Library Board trainings and resources including the following topics:

- Advocacy
- Intellectual Freedom
- Strategic Planning
- Trustee Responsibilities
- Colorado Library Law
- Colorado Public Library Standards
- Budgeting
- Elections
- Fundraising
- Policy Development

A 2-3 ½ hour training session can be scheduled this Spring with focus on priority topics. Discussion on scheduling (date/time) and desired outcomes to follow.