

Eaton Public Library Policy Manual

2023

**Adopted by the Board of Trustees
Eaton Public Library
November 1, 2023**

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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.

Service Area

The “Service Area” of the Eaton Public Library is defined as the boundaries of the Weld RE-2 School District. Residents of this Service Area are the primary audience for whom materials, programs, and services are offered.

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, 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 and Milliken)

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.

Confidentiality

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 08/08/2011

Revised 10/10/2011

Reviewed 11/07/2018

Revised 08/03/2022

Patron Conduct

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. To appeal the Library Director's decision regarding the suspension or action, 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 then review the appeal, the Director's written response to the patron making the appeal, and any supporting materials at their next regular meeting or the meeting following that meeting if the Board determines it has not had sufficient time to review all 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. The suspension or action shall stand until a final decision is made or until the suspension or action expires.

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

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 District 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 serve many Library users of all ages and 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.

Service Animal

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 a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a 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 or miniature horse a service animal?" and (2) "what work or task has the dog or miniature horse 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.

*Added 04/06/2022
Revised 10/04/2023*

Social Media

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

The Eaton Public Library will seek to understand the informational needs and wants of all residents within its Service Area 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 also provides access to resources for non-residents on a more limited basis. There is no charge for lost cards.

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. A patron may grant permission to others to access the user's account. This permission (1) may be written by the patron at the time of registration for a library card, or (2) verbal consent given by the patron to staff at the time of registration or subsequently. According to Colorado Revised Statute 24-90-119, Library Law – Privacy of User Records, a parent or legal guardian of a minor has access to a minor's account if they have the barcode number (or the library card). It is the Library's interpretation that this access is equal to that of the minor and that when the patron has granted access permission to others in the manner described above, that (1) it is not a requirement to have the library card or barcode number and that (2) granting of access extends only to information in the user record, and not to use of the collection, library activity, or

information about the borrower. That information remains private, even to the parent or legal guardian of a minor, with the exceptions noted below.

Designated parents/guardians have the following access to a minor's record:

- Checking out new items on the patron's account.
- Renewing items on the account.
- Picking up, cancelling or adding a hold.
- Finding out what the patron currently has on hold.
- Finding out the patron's place in a holds queue.
- Getting a list of items checked out and due dates.
- Paying fines, including titles.
- Obtaining the minor cardholder's barcode number.
- Obtaining a replacement card.
- Changing information on the patron account.
- Resetting the PIN number.
- Deleting the patron record.
- Claiming an item has been returned.
- Claiming an item has been lost.

Designated peers (spouse, sibling, friend) have the following access granted to a user's record:

- Checking out new items on the patron's account.
- Renewing items on the account.
- Picking up a hold.
- Cancelling a hold.
- Adding a hold.
- Finding out what the patron currently has on hold.
- Finding out the patron's place in a holds queue.
- Getting a list of items checked out and due dates.
- Paying fines, including titles.
- Claiming an item has been returned.
- Claiming an item has been lost.

Access to the user record for a peer does not include the following. These must be done by the cardholder:

- Obtaining the patron's barcode number.
- Obtaining a replacement card.
- Changing information on the patron account.
- Resetting the PIN number.
- Deleting the patron record.

5. One person may not have multiple library card accounts, except in the case of joint custody of a minor. In this case, the minor is eligible to have two accounts, a separate card account for each parent that co-signed.
6. 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, 16+ years old, No photo ID, under 16 requires a parent or guardian 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.	16+ years old.	Colorado residents or HPLD residents w/o proper ID who request an item.

7. Check out periods for circulated materials can be found in the Eaton Public Library Circulation procedures.
8. Eligible materials may be renewed in person, via phone, or online.
9. Patrons will 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, however fines will be removed if materials are returned in good condition.
10. Patrons with fines/fees in excess of \$7.50 (at any district library) will be refused all checkout until the fines are below \$7.50. Fines/fees may be paid at any district library or online via SmartPay.
11. Item Checkout Limits.

Member Libraries:

Maximum circulation limits:

50 total items per patron with a maximum of:

15 Media items per patron: audiobooks, video games, DVDs and CDs

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 11/05/2014 for consistency with the Library District and Member Libraries.

Updated 09/07/2016

Updated 10/03/2018

Updated 04/06/2022

Updated 10/04/2023

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 or designee.

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 08/01/2018

Reviewed 04/06/2022

Updated 10/04/2023

Technology Use

Internet

Eaton Public Library provides free public access to the Internet as an information service to its patrons with the use of a valid public library card. A guest pass may be issued at staff’s discretion. It is the individual user’s responsibility to demonstrate judgement, respect for others and appropriate conduct while using Library technology.

Misuse of the Library's technology may result in loss of privileges. Prohibited behavior includes but is not limited to:

- Use of Internet access to obtain, transmit, or display materials in violation of any applicable law, including but not limited to the Children's Internet Protection Act ("CIPA") and/or Colorado Library Law.
- In public view, viewing or downloading visual material that by local community standards would be considered obscene.
- 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 Intranet or networking equipment without authorization.
- Intentional propagation and/or transmission of computer viruses.
- Attempts to assume the identity of another person without explicit authorization of that person.
- Violation of the Eaton Public Library's "Patron Conduct" policy.

The Library reserves the right to:

- Restrict Internet protocols and functions at staff's discretion.
- View patrons' screens or remote access into a computer to provide assistance or ensure library policies are being followed.
- Ask patrons to move to a different location or computer if circumstances require.
- Ask patrons to leave the computer lab or the library, if expectations are not being followed.
- Issue suspension of library privileges and/or take legal action.

The Eaton Public Library's control over content accessed by patrons using the Internet is governed by all applicable federal and state laws. 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, including but not limited to: Obscenity; Child Pornography; and Materials deemed "harmful to minors".

Warning: No filter is one hundred percent effective in blocking information that an individual may find offensive or inappropriate and the Library does not assume any responsibility for the accuracy of its Internet filters. 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, the Library affirms the right and responsibility of parents/guardians, not library staff, to determine and monitor their child's use of the Internet. Parents wishing to limit their children's Internet access at the library are advised to supervise their children's Internet sessions at the library.

Computer stations located in the Children's area are only for use by minors under the age of 11 years or attending up to 5th grade or by adults accompanying a minor under the age of 11 years or attending up to 5th grade. Computers in the Teen area are only for use by minors ages 11-17 years or attending 6th – 12th grade.

In accordance with applicable law, filtering software has been installed on all Internet PCs accessible to minors. This software may be temporarily disabled on all PCs except for those located in the Children's area under the following circumstances:

- For use by an adult with staff approval.
- For use by a minor for bona fide research or other lawful purposes, so long as the use is supervised by an administrator, supervisor, parent, guardian or other person authorized by the Library to supervise such use.
- For use by a minor when a parent or guardian has provided explicit written approval.

Reviewed 12/05/2018

Reviewed 04/06/2022

Revised 05/03/2023

Wireless

The Eaton Public Library provides free wireless Internet access as an information service to its patrons. This is a public network. Wireless users are responsible for providing for the security of their own equipment and electronic communications.

By using the wireless network, patrons agree to comply with the Library's policies concerning Internet and technology use, as well as patron conduct. The Library exercises no control over, and will not be held responsible for, user-supplied equipment or Internet content that patrons choose to access or create using their own equipment. The Library does not guarantee bandwidth, connectivity, strength of signal or the ability to provide technical support for wireless users.

Revised 01/09/2019

Reviewed 04/06/2022

Revised 05/03/2023

Makerspace

The Eaton Public Library provides Makerspace access to promote creativity, innovation and entrepreneurship by creating opportunities for individuals, groups and businesses to collaborate and generate content. The Library's Makerspace provides open access to a variety of equipment, tools and technology through hands-on fabrication, guided exploration and classes.

- The Makerspace is reserved for library cardholders who have signed a user agreement. Minors under the age of eighteen (18) must have a parent or guardian sign a user agreement prior to using the space.
- The Library is not responsible if a project is destroyed, does not print correctly or does not work.
- The Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied.
- Library staff reserve the right to halt, delete, or disallow the creation of items that violate Library policies, including but not limited to the creation of weapons, obscene materials, illegal items, or items that violate copyright or patent law

- Library staff reserve the right to alter files and adjust machine settings to suit the capability of equipment.
- Library staff reserve the right to monitor the use of space and equipment during all hours of operation.
- Library equipment including hardware, software (version and update), and settings are provided as is at time of use.
- The Library is not responsible for damage, loss or theft of personal property or files.
- Patrons (or if minors, their parents or guardians) are responsible for any fees incurred for loss or damage of Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials (including design failures), or for clean-up of the tools, equipment or the space.
- Reservation of the Makerspace, including prior reservation, walk-ins, stations assignment, time limit, and reason for use shall be as specified in the user agreement.

General

- Patrons will complete certification on equipment and software prior to use.
- Patrons will report any unsafe behavior observed in the space to library staff.
- Projects are limited to one/week/person for each machine, unless otherwise noted.
- Personal materials/supplies must be approved by library staff prior to use.
- Food and drink is not allowed.
- Project materials intended for resale must be supplied by the user.
- Cell phone use is not allowed.
- Patrons will get library staff approval prior to bringing in friends or family members to the Makerspace.
- Printing on any machine cannot exceed the reservation time and are subject to cancellation should they do so.
- Patrons will get library staff approval of designs prior to printing/creation.
- Patrons will leave their station clean and free of debris for the next appointment.
- All patron conduct rules apply in the Makerspace including those prohibiting disorderly conduct.

Glowforge Pro

- Patrons will not stack materials inside of the Glowforge Pro.
- Patrons will limit use to one project/week not to exceed 2 full sheets unless they have brought their own materials approved by library staff.
- Patrons will always check print time before hitting the start button.
- Patrons will not open the Glowforge Pro while it is running. Patrons will alert a member of library staff if they need to end the print prematurely.
- Patrons will alert library staff if excessive smoke or bad noises come from the Glowforge Pro.
- Patrons will return all materials used to their proper location.

Ultimaker S3 3d Printer

- Patrons will only use library filament in the Ultimaker S3 3D printer.
- Patrons will not change filament without a library employee present.
- Prints will not exceed eight hours in length.

- Patrons will not open the Ultimaker S3 while it is running.
- Patrons will return all materials used to their proper location.

Cricut Maker 3

- Patrons will not change out blades in the Cricut without library staff present.
- Patrons will return all materials used to their proper location.

Donations

- Donations should be discussed with staff in advance and approved by the Library Director or designee.
- Donations should be in clean, good, working condition.
- The Library has limited space and reserves the right to retain donations that will help support our services and programs, as well as remove donations that will not work for our use.
- Library staff will not determine the value of any donation and may require independent certification of value in the Library's sole discretion.

Added 05/03/2023

Printing

Eaton Public Library provides printing, copying and faxing, up to a certain number of pages without cost. Fees are determined by the Library Director.

Added 05/03/2023

Collection Development

This policy outlines the guidelines and principles used to evaluate materials for inclusion or retention in the library's collection.

Community Served

Eaton Public Library selects materials for residents of the Library's Service Area, as defined by the boundaries of the Weld RE-2 School District, to help meet the informational, educational, literary, accessibility and recreational needs of the community.

Scope of the Collection

The Library's collection includes print, audio, visual, and digital resources in a variety of formats, languages and reading levels. Special collection items such as experience passes, board games, and technology equipment are also provided. A special focus on Colorado, Western and local history collections is featured.

The Library does not generally acquire rare, antiquarian or other scholarly materials and is not intended to serve as the primary resource for K-12 or higher education in the quantity needed for school class work. The majority of the Library's collection is available on loan, including memorials. Exceptions may be made for reference materials or other items.

To help extend access to materials outside the scope of the collection, Eaton Public Library participates in collection sharing with the High Plains Library District, as well as regional and national borrowing cooperatives such as Prospector and interlibrary loan networks, each of which follow their own selection criteria.

Selection Criteria

Library Staff, operating within their area of service, make selection decisions based on literary and industry standard reviews, and professional judgement and expertise under the general guidance of the Library Director. Library Staff must support patron freedom and self-determination and cannot make selections based on race, faith, sexuality or gender. Library Staff must refrain from suppressing or limiting customer access beyond legal requirements and must select titles impartially, not using their own values and beliefs to accept or reject.

The selection criteria are as follows:

- Current and potential relevance to the needs of Eaton Public Library's Service Area.
- Relation to the existing collection.
- Availability through resource sharing.
- Availability to purchase or access in the United States.
- Potential user appeal and popularity.
- Representation of diverse points of view, important movements, genres or trends.
- Suitability of physical form for library use.
- Authenticity of history, characterization or social setting.
- Currency of information and/or publication date.
- Literary reputation of author, publisher or issuing body.
- Attention and response of critics, reviewers and general public.
- Subject matter and scope.
- Quality, style, originality, presentation and artistry of writing.
- Inclusion of work in bibliographies, recommendation lists, indexes.
- Cost and budget.
- Patron suggestions and requests.

Additional criteria for youth materials:

- Age and interest.
- Emphasis on popular titles and standard works.
- 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.
- Recommendation of publisher on primary audience to determine collection placement.

Revised 10/04/2023

Withdrawal of Library Materials

The Library shall make every effort to maintain a collection that is relevant, representative, engaging, and in excellent condition. The library will continually evaluate the collection and decide to remove individual or groups of items in order to acquire new materials. Withdrawn items are sold, donated, recycled, or disposed of under the general guidance of the Library Director.

The withdrawal criteria are as follows:

- Poor condition and/or damage.
- Content is inaccurate or outdated.
- Item is duplicated within the collection.
- Item is available elsewhere.
- Infrequency of use.
- Space is required for newer materials.

*Adopted 03/06/2013
Reviewed 03/06/2019
Updated 10/04/2023*

Interlibrary Loan

The following borrowing policy is High Plains Library District policy.

The High Plains Library District networks with other libraries in the state and nation to lend and borrow materials. This is called interlibrary loan. This networking is important for these reasons:

- It allows a resident to request library resources not owned by the District.
- It extends the volume of materials available to patrons beyond what can be provided in any local collection.
- It allows patrons to access materials that may be rare or out of print.

The District primarily uses two services for accessing these materials:

- Statewide, the District is a participant in the Prospector network.
- Nationally, the District uses OCLC WorldCat.

The term interlibrary loan is used in two ways: (1) it can be used generally to refer to any items outside of the District's holdings; or (2) it can be used specifically to refer to items that cannot be obtained from the Prospector region and require staff intervention to obtain the items from libraries outside of the Prospector region.

The District follows the national interlibrary loan code.

Who can use the service

- The patron must have or obtain a Resident status library card.
- Non-residents (CLC library card) must request interlibrary loans or Prospector items from their home library.
- Limited card or e-access patrons must provide photo ID and address verification to obtain resident status.
- The patron may not have fines or fees on their account in excess of \$7.50.

Prospector

- The Prospector network includes libraries in Colorado and Wyoming.
- Patrons may request Prospector items directly through the Prospector link in the District catalog. Prospector requests are fulfilled by a participating lending library without requiring approval by District staff.
- There are no fines for Prospector items, but there are fees if a Prospector item is lost.
- Items that cannot be found in the District collection or Prospector can be requested through the Interlibrary Loan service.
- Prospector is the preferred source for materials before using the Interlibrary Loan service. Interlibrary loan borrowing
- The District does not charge a fee for the service, but lending libraries sometimes charge a fee which is passed on to the patron. If this is the case, the patron will be contacted by the District prior to borrowing the material to confirm they are willing to pay the fee.
- Materials owned by the District cannot be requested through interlibrary loan unless the only copies are lost or missing.
- Patrons may make requests directly through the WorldCat link in the Prospector catalog, by completing an online interlibrary loan form, by telephone, or by email. Requests are reviewed by staff before being approved for fulfillment, as the District may elect to purchase the item instead of borrowing from another library.
- Interlibrary Loan staff does make the effort to redirect items requested through Interlibrary Loan that can be obtained from District libraries or Prospector.
- A patron can have up to five active requests at a time.
- Due dates for interlibrary loan items are determined by the lending library. There are no renewals for interlibrary loan items.
- Fines are \$1.00 per day for overdue interlibrary loan items.
- If an interlibrary loan item is overdue, no other requests are processed.
- If an interlibrary loan item is lost or damaged, District borrowing privileges are suspended until the fee is resolved.
- For items borrowed and returned, the patron must wait 30 days before requesting the same item again.
- The length of time to obtain an interlibrary loan varies, depending on whether a lending library can be located, the location of the library and whether the item is on the shelf. The District will contact a patron if unable to obtain the item in a timely manner.
- Items not picked up within one week of the date of arrival will be returned to the lending library.
- Interlibrary loan privileges may be suspended if a patron does not pick up three interlibrary loan items consecutively or within a six-month period. Interlibrary loan lending
- The lending period for interlibrary loan materials requested by other libraries is six weeks, with one renewal permitted.

- The District will not lend downloadable electronic materials such as e-books or e-audiobooks, microfilm, newspapers, or book bags.
- Requests to photocopy magazines, journals, or genealogical materials will be completed in compliance with United States copyright laws.
- Borrowing libraries are liable for the cost of lost or damaged materials.

*Revised 03/06/2013
Reviewed 04/03/2019
Reviewed 04/06/2022
Updated 10/04/2023*

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 regular Library Board meeting or the following 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 03/02/2016

Reviewed 08/14/2019

Reviewed 05/07/2021

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 08/03/2022

Publicity

Speaking and Presentations

Members of the Friends Of the Eaton Public Library, Library Board and Staff are encouraged to publicly promote the Library. Speaking engagements, including subject matter and materials, will be reported to and pre-approved by the Library Director or designee. The Library Board will only issue public statements on ballot issues in accordance with applicable law.

Materials prepared on behalf of the Library for use by press or media shall also be reviewed and approved by the Library Director or designee in advance. See also the Social Media Policy.

Photographs and Videos

Library facilities and grounds are public spaces, and the Library allows patrons to engage in casual filming and photography while present in Library facilities and grounds. Library staff cannot prevent and is not responsible for incidental or media filming or photography of Library visitors or patrons. Library staff members may terminate any filming or photography that appears to interfere with a patron's use of the Library or the Library's ability to conduct business, or that compromise public safety.

Library Staff has the right to photograph, film, and record library events and patrons for promotional use in print, online, and video. Patrons consent to being photographed, filmed, or recorded, unless they indicate otherwise to Library Staff.

Any media requests regarding the Library shall be forwarded to the Director.

Adopted 06/03/2020

Updated 10/04/2023

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 artist is encouraged to make a donation of a percentage of sales to the Library.
- 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*

Programs and Events

The Library offers programs intended to further the Library's mission to meet the educational, recreational and informational needs of the community. Programs are designed to encourage personal growth, spark curiosity, and build connections for patrons of all ages, backgrounds and abilities.

Library programs are open to the public and generally offered free of charge, although, at the discretion of the Library Director, some library-initiated programs may fund-raise to the benefit of the Library or Friends of the Library. Some programs may charge to defray costs for materials or services.

Library-sponsored Programs

As part of the Library's standards of practice, the Library shall provide a wide variety of programming to a full range of patrons, including infants, children, teens, adults, and seniors. Library Staff develop programming aligned with the Library's mission, guiding principles, and developing audiences with ongoing evaluation of viability to ensure the best use of resources.

Co-sponsored Programs

The Library may co-sponsor programs with community partners that are consistent with the Library's mission and guiding principles. The Library's co-sponsored programs are primarily free and open to the public. Programs co-sponsored with non-profit organizations may, at the discretion of the Library Director, assess a reasonable/minimal charge to cover the cost of the program or if the revenues are mutually beneficial for the future success of Library and co-sponsor programming. Library Staff will vet instructors/performers for expertise and maintain the authority to decline partnering with anyone who does not meet the library's professional standards. In general, co-sponsored programs will be of public service in nature and on topics relevant to Eaton community members.

Library-sponsored or co-sponsored programs may involve sale of items or fundraising activities. Items may include books, media, or other items by authors or performers/presenters as part of a Library program.

The Library does not provide:

- Programs of a purely commercial nature or those designed for the solicitation of business for third parties.
- Programs that specifically support or oppose any political party, candidate or ballot measure.
- Programs that support or oppose a specific religion. Programs may address religious themes to educate or inform, but will not promote or proselytize a particular religious conviction.

There may be times when a Library program is cancelled due to weather, low registration or absence of the presenter. Cancelled programs are not guaranteed to be rescheduled.

Private Programs in Library Meeting Rooms

Programs hosted in the Library's meeting rooms must follow the Meeting Room Policy. The Library is not responsible for registration, student costs, classroom materials, marketing materials, content creation, or audio/visual equipment needs for programs that are outside of library-sponsored or co-sponsored programs that make use of meeting rooms. Rental of these rooms does not indicate or imply endorsement, its content, or its outcome by either the Library or the Town of Eaton.

While the Library's varied programs are available to all, it is not expected that every program offered will appeal to everyone. As with other Library services, it is the responsibility of the parent or guardian to monitor access. Any resident within the Library's Service Area may submit a Request for Reconsideration in accordance with the Library's Request for Reconsideration Policy. Formal requests for reconsideration, either written or in person, are a matter of public record.

Meeting Rooms

The Library's meeting rooms serve two purposes:

1. To provide space for library-sponsored activities of interest to the public.

2. As a community meeting place subject to availability and in accordance with this Policy. Toward this end, the Library rooms are intended to be used without cost.

The Library has 5 distinct areas which are available for use by the public as meeting rooms. Rooms must be reserved in advance.

The **Event Room** can hold up to 202 people and has an adjacent kitchen facility. This room has a small 200 sqft stage, audio/visual equipment, tables and chairs available for use.

The **Edith Coffman Room** and **Rebecca Eaton Room** can each accommodate a small group (up to 12) and includes meeting tables and chairs, as well as smart tvs. These rooms are located on the second floor and have access to a stair lift as well as 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 these rooms are intended for quiet study and meetings.

Library events take precedence over any other event. In rare cases, it may be necessary to reschedule or cancel a reservation due to Library purposes. Rooms are available for public and private events during normal hours of operation.

- Donations. A meeting organizer may charge a fee or sell products at their event. However, the Library requests that an amount of the organizer's choosing (15% of the receipts is recommended) be donated to the Friends of the Eaton Public Library, which is used to support Library programs and services.
- Insurance. If the patron is reserving the meeting room for a program that has some physical risk (e.g. yoga), the patron should secure their own insurance. That insurance needs to identify the Eaton Public Library as an additional insured. The patron needs to provide that and a Waiver of Subrogation to the Library.
- Account fines and fees. A patron is not restricted from reserving and using meeting rooms if they have excessive fines and fees on their account, or based on their type of card.

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. The using group is solely responsible for setup and tear down. The Library does not provide facility services.

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 up to 6 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(s)." Failure to obtain approval may result in cancellation of the reservation.

Use of Alcoholic beverages is prohibited unless expressly pre-approved by the Library Director or designee and subject to agreement between the Library and applicant. 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 Patron Conduct Policy, copies of which are available upon request. Soliciting or peddling to participants is allowed in the meeting rooms, but not outside the meeting rooms.

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.

The Library reserves the right to cancel or refuse use of meeting rooms at any time. Capacity of each room is established by the Fire Code and must be respected at all events. Failure to abide by the Fire Code shall result in cancellation of the event.

Revised 10/07/2015

Revised 08/05/2021

Updated 10/04/2023

Eaton Public Library Holidays and Closures

Observed holidays and planned closures are as follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Eaton Days
- Independence Day
- Labor Day
- Staff Development Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

An annual schedule of closures can be found on the library's website. The library will close for snow when the Town closes and/or the School District closes.

Adopted 10/04/2023

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.
