

HIGH PLAINS
LIBRARY DISTRICT
POLICY DOCUMENTS

APRIL 2015 UPDATE

TABLE OF CONTENTS

(CTRL+click on the page number to go directly to the page indicated)

Definitions	4
Basis Documents	5
High Plains Library District Introduction	5
Mission Statement	6
Vision Statement	6
Values and Principles Statement	6
Operating Principles for Staff	7
Patron Rights and Responsibilities Statement	8
Governance.....	9
Governance Statement	9
Board Member Selection Policy	9
Board Member Selection Guideline	9
Public Records Request Guideline	10
Service Areas	12
Service Delivery Statement	12
Service Area Definitions	12
Establishment of District Facilities Guideline	15
Outreach Service Area Definitions	17
Service Areas Outside of District	18
Colorado Library Card (CLC) Rules	18
Collections	20
Collection Development Statement	20
Collection Selection FAQ	21
Collection Development Policy	22
Collection Development Guideline	23
Facilities.....	24
Alcohol at Events Policy	24
Art Policy	24
Art Guideline	24
Displays and Exhibits Policy	25
Displays and Exhibits Guideline	25
Meeting Room, Study Room, and Computer Lab Policy	26
Meeting Room, Study Room, and Computer Lab Guidelines	27
Meeting Room and Computer Lab Rules	28
Posting and Distribution Policy	29

Recycling Policy	30
Safety and Security Policy	30
Safety and Security Guideline	30
Smoking Policy	31
Soliciting, Petitioning and Fundraising Policy	31
Sustainability Policy.....	31
Weapons Policy.....	32
Financial	33
Contracted Services Policy	33
Expenditure Policy	33
Financial Assets Policy.....	33
Member Project Funding Policy.....	34
Member Project Funding Guideline.....	34
Fundraising	35
High Plains Library District Foundation Establishment.....	35
High Plains Library District Foundation Role Policy	35
Gift and Donation Policy	36
Gift and Donation Guideline	36
Publicity.....	37
Public Information Policy	37
Sponsorship Policy	37
Privacy and Confidentiality	38
Confidentiality Policy	38
Confidentiality Guideline	38
Identity Theft Policy	39
Identity Theft Guideline	39
Services.....	41
Circulation Policy.....	41
Circulation Guideline.....	41
Internet Use Policy.....	42
Internet Use Guideline.....	42
Internet Use Rules.....	43
Internet (Wireless) Access Guideline	45
Notary Guideline	45
Proctoring Policy	46
Proctoring Guideline	46
Programming Policy.....	47

DEFINITIONS

Basis Document. These are the organization’s foundational documents stating overall purpose, direction and philosophy. The structure of the policy manual is that documents of a “priority” nature, such as Basis Documents, Governance and Service areas appear first. All sections thereafter, which are more or less of equal standing, are in alphabetical order.

Definitions. These occur rarely in the policy manual, such as the “Service Area definitions.” They explain how one item is both similar and different from another item.

FAQs. Acronym for “Frequently Asked Questions.” These occur rarely in the policy manual, such as the “Collection Selection FAQ.” They are not policies, but they are included in the policy manual because they are questions frequently asked by the public concerning collection development practices.

Guidelines. Guidelines are distinct from policies in being more detailed. They are distinct from rules in that they typically provide some degree of flexibility.

Policies. These are typically brief and very broad statements concerning the organization’s stance concerning what it supports and the manner in which it does so.

Principles. This term occurs in the section on Values and Principles. A principle is a broad and fundamental concept for deciding conduct.

Rules. These are set instructions for public use and behavior.

Statements. Statements are most typically associated with the Basis Documents. They may be detailed, but as with other Basis Documents, they identify expectations that allow the organization to operate in the most productive manner possible.

BASIS DOCUMENTS

High Plains Library District Introduction

The High Plains Library District (originally established as the Weld Library District) is a special taxing district that was voted into place by the Weld County residents in 1986 to improve library service to residents within the boundaries of the district through the sharing of books, staff, and tax revenue. The District serves over 217,000 residents of Weld County and parts of neighboring counties, and covers a geographic area of almost 4,000 square miles. Areas not included in the District are the areas in the Clearview (formerly the Windsor-Severance) Library District and the town of Dacono.

In July 2008, as part of a re-branding project, the Library Board of Trustees approved the recommendation to rename the Weld Library District to the High Plains Library District.

The High Plains Library District is comprised of a branch library system, bookmobile services, public computer centers, and six autonomous member libraries. The branch library system and member libraries are each governed by their own separate boards of trustees.

The policies and provisions in this manual are the policies of the branch library system under the governance of the High Plains Library District Board of Trustees and in compliance with Federal and State Statutes. Member libraries have their own unique policies.

In conducting its services and programs, the library will maintain non-partisanship and objectivity to support the individuality of the residents and will provide its service in an atmosphere of warmth and welcome. The facilities and grounds will provide an environment that is welcoming, physically comfortable, clean, safe and ADA-compliant.

The High Plains Library District will seek to understand the information needs and wants of all residents and use every practical means to satisfy them in accordance with guidelines adopted by the Board and included in the following statements of the American Library Association: Library Bill of Rights, Freedom to Read, Freedom to View.

The High Plains Library District Policy Manual is reviewed annually. Revisions, additions and deletions are approved by the High Plains Library District Board of Trustees.

Reference Documents

[Link to Colorado State Library Page – Method of Establishment Quick Guide](#)

[Link to Colorado State Library Page - Library Law](#)

[Link to Colorado Department of Local Affairs – Special Districts Page](#)

Document Review Dates: High Plains Library District Introduction

Effective date: February 2007

Revision date: March 2014

Reviewed by: Executive Director

Mission Statement

Connecting communities to information, inspiration and entertainment for life.

Welcome to the High Plains Library District!

Document Review Dates: Mission Statement

Effective date: February 2007

Revision date: July 2008

Reviewed by: Executive Director; Board of Trustees

Replaces: 1999 Mission Statement

Vision Statement

To build a solid reputation, increase overall participation and unite residents by being so connected to our communities that the library:

- Becomes everyone's first and best choice for life long learning.
- Is seen as a necessary and important community asset.
- Is a community destination and gathering place.

Document Review Dates: Vision Statement

Effective date: February 2007

Revision date: July 2008

Reviewed by: Executive Director; Board of Trustees

Replaces: 1999 Vision Statement

Values and Principles Statement

These values help clarify the principles that guide the High Plains Library District. As trustees, administration, and staff of the High Plains Library District, we are committed to fulfilling our mission and vision while upholding the following values.

Our patrons:

- Are treated with dignity, respect, and consideration.
- Receive an exceptional level of personal customer service.
- Are provided with a variety of library materials that reflect the communities' interests and values.
- Have access to up-to-date technology and receive assistance in using that technology.
- Enjoy a variety of quality programming for all ages.
- Have a positive library experience every time they visit.

Our facilities:

- Are modern, clean, and well-maintained.
- Provide and utilize up-to-date technology.
- Are open and available to all people regardless of age, gender, sexual orientation, or physical limitations.
- Are inviting, comfortable and friendly.
- Serve as a local gathering place.

Our staff:

- Uphold the principles of the First Amendment to the Constitution of the United States of America—the freedom to read, view, speak and hear.
- Is committed to instilling a love of reading.
- Are professional and reliable information catalysts.
- Will make every effort to be available to patrons whenever and wherever patrons need us.
- Seeks solutions to problems in a positive, productive manner.
- Works as a team to provide an exceptional level of service to all patrons.
- Continues to learn and grow professionally in an effort to better serve patrons by taking advantage of classes, workshops, and seminars offered by the High Plains Library District, state/national library associations, and other agencies.
- Sees the High Plains Library District as an employer of choice; one that provides fair compensation, competitive benefits, and a flexible schedule that leads to a healthy work/life balance.

Our community:

- Benefits from partnerships between High Plains Library District and other local agencies that support reading, education, and literacy.
- Enjoys the talents, abilities and contributions of High Plains Library staff at community-related activities.
- Is aware of and appreciates the programs and services offered by the High Plains Library District.
- Supports the High Plains Library District by contributing to its Foundation.
- Feels enriched by the presence of the High Plains Library District.

Document Review Dates: Values and Principles Statement

Effective date: February 2007

Revision date: July 2008

Reviewed by: Executive Director; Board of Trustees

Replaces: 1999 Values and Principles

Operating Principles for Staff

The staff of the High Plains Library District uses the following principles to direct our decisions:

- On a daily basis, the library anticipates and meets community needs.
- No High Plains Library District community goes unserved.
- High Plains Library District service delivery aligns with individual patron's preferences.
- High Plains Library District patrons find what they need at first contact.
- We continuously innovate.
- We never say no.

Each of the operating principles was developed by considering the potential gains and losses we may see if we use these as our primary tool for directing our decisions. Operating principles increase their value through ongoing dialog, review, and potential revision to best meet the needs of our community and organization.

Document Review Dates: Operating Principles for Staff

Effective date: February 2009

Revision date:

Reviewed by: Executive Director

Patron Rights and Responsibilities Statement

The library is for everyone's enjoyment. The High Plains Library District supports the rights of all individuals to:

- Use the library without discrimination.
- Receive friendly, courteous and respectful service.
- Have free and equal access to information.
- Have a clean, comfortable and pleasant environment.
- Use the library undisturbed without threat of harm, invasion of property, or interference.

In order to protect the patron's right of access, ensure the safety of public and staff, and protect library resources and facilities, the High Plains Library District restricts certain activities that in the judgment of management constitute unacceptable use of the library, as described below.

If, after being informed of acceptable behavior and use of the library, a patron continues to engage in any of the following actions, suspension from the library, loss of library privileges, removal from the library and/or criminal prosecution or other legal action may result. Unacceptable use of the High Plains Library District includes but is not limited to:

- Illegal activities, including use of the District's electronic resources for illegal or criminal purposes.
- Activities that present health or security risks.
- Interference with the use or enjoyment of the library by others.
- Disruption of the normal flow of library operations.
- Damage or alteration of library property, including but not limited to books and other library materials; the physical building; software or hardware components of a local or remote computer or computing systems; and/or use of programs that infiltrate a computer or computing systems.
- Violation of the legal protection provided by copyright laws and licenses for print resources and electronic programs and data.
- Assuming the identity of another person without the explicit authorization of the other person.

To ensure that children have a safe, productive and fun library visit:

- Parents/guardians/caregivers, not library staff, are responsible for the safety and behavior of their children at all times while using the library.
- Children 12 years of age and younger should not be left unattended in any area of the library.
- At the discretion of a parent/guardian/caregiver, children older than 12 may use the library, unaccompanied, for a reasonable period of time. Library-appropriate behavior is expected.

Document Review Dates: Patron Rights and Responsibilities Statement

Effective date: February 2007

Revision date:

Reviewed by: Executive Director; Board of Trustees

GOVERNANCE

Governance Statement

The District derives its authority from the [Colorado Library Law, Sections 24-90-101-107 et.seq.](#) included in the Colorado Revised Statutes.

The Library Board of Trustees is a vital link between the High Plains Library District and its residents.

Document Review Dates: Governance Statement

Effective date: February 2007

Revision date:

Reviewed by: Executive Director; Board of Trustees

Board Member Selection Policy

The High Plains Library District Board of Trustees serves as a governing board which determines library policies based on district community needs. Trustees are expected to be interested in and dedicated to the role that the public library plays in the district communities.

Reference Documents

[Link to Colorado State Library Quick Guide on CRS 24-90-108, 109](#)

[Jump to Board Member Selection Guideline](#)

Document Review Dates: Board Member Selection Policy

Effective date: February 2008

Revision date:

Reviewed by: Board of Trustees; Executive Director

Board Member Selection Guideline

The role of a trustee on the High Plains Library District Board is to serve on the governing board to participate in determining library policies based on district community needs. The Board works within bylaws developed to meet federal, state and local requirements to ensure that proper standards of operations and financing are maintained.

As such, the potential board members must:

- Represent an identified region of the community served by the District
- Be able to actively participate in the work of the Board
- Be able to attend scheduled meeting and work sessions
- Be able to commit to promoting effective library service
- Be able to uphold the Library Bill of Rights, the Freedom to View and Right to Read policies
- Be able to serve as an officer of the Board and chair such committees as capital expenditures, finance, public relations, programs and projects.
- Be able to participate in planning and continuing education activities by attending workshops for trustees
- Not be currently employed by the High Plains Library District

The High Plains Library District Board of Trustees will have a nominating committee to identify new board members. This committee is to be convened by the Board Vice President. If the Board Vice President is unable to perform this duty, the Board President will select another High Plains Library District Trustee to lead the nominating committee. In addition to the Board Vice President, members of the nominating committee will include:

- One (1) additional High Plains Library District Board of Trustee member as selected by the Board President
- One (1) representative from each of the seven governmental agencies in the district for a maximum of seven (7) additional committee members. The governmental Agencies will decide whether they wish to appoint an individual to participate in the process.

Final approval of the selected member is based on the support shown by the district government agencies.

Reference Documents

[Link to Colorado State Library Quick Guide on CRS 24-90-108, 109](#)
[Jump to Board Member Selection Policy](#)

Document Review Dates: Board Member Selection Guideline

Effective date: February 2008

Revision date: February 2012

Reviewed by: Board of Trustees; Executive Director

Public Records Request Guideline

The High Plains Library District responds to public record requests as outlined in the Colorado Open Records Act (CORA) C.R.S. 24-72-203 and in consideration of the privacy statements outlined in Colorado Library Law C.R.S. 24-90-119. The Colorado Open Records Act is the state equivalent to the Freedom of Information Act (FOIA).

To request information:

- Send requests to the Executive Director, who is the designated custodian.
- Requests can be written, sent through email, or through the District WebInquiry form.
 - Be as specific as possible. The more specific the request, the more likely we can quickly respond to the request.
 - Identify whether the information will be received in-person or through email communication.

What you can expect:

The High Plains Library District will strive to respond to your request on the day it was received.

Responses may range from:

- Prompt redirection to the correct organization if the request pertains to a Member or Affiliate library that sets its own local policies.
- Provision of the requested information.
 - Printed or copied versions of documents can be made available at the prevailing rates used for public printing and copying.
 - There is no fee for scanned documents.

- Additional fees may be necessary if the information requires more than two hours of research or staff resources at the rate of \$20 per hour above two hours.
- Status report and request to extend the retrieval time up to 3 days
 - If the request was received Friday – Sunday
 - If the information requested is not easily retrievable.
 - If there is a question as to whether the information can be provided.
- Status report and request to extend the retrieval time up to 7 days, if legal counsel is needed to determine whether the information can be provided.

Reference Documents

[Link to Colorado Open Records Act \(CORA\)](#)

[Link to FAQ from Ken Salazar, Attorney General, issued July 5, 2001](#)

[Link to C.R.S. 24-90-119 concerning Privacy of User Records](#)

Document Review Dates: Public Records Request Guideline

Effective date: March 2014

Revision date: April 2015

Reviewed by: Executive Director

SERVICE AREAS

Service Delivery Statement

The High Plains Library District is committed to providing comprehensive, effective, efficient and easy access to library services to all residents of the district.

Basic Services include but are not limited to:

- Resource materials such as books, music, movies, audiobooks, etc.
- Knowledgeable staff available to answer questions
- Access to the Internet/technology
- Entertainment
- Special programs
- Book clubs, story hours
- Education, lifelong learning opportunities

Limited Additional Services include but are not limited to:

- [Limited Notary services](#) as staffing allows
- [Limited Proctoring services](#) as staffing allows

Services are provided through:

- High Plains Library District facilities where staff and services are governed by the policies of the District.
- High Plains Library District Virtual Library which includes but is not necessarily limited to telephone and Internet access.
- High Plains Library District presence on social networks
- High Plains Library District Outreach Services which includes but is not necessarily limited to bookmobile stops and deposit collections.
- Member Library Services which are libraries that may participate in centralized services made available by the High Plains Library District but have a local board that determines services and programs.

Reference Documents

[Jump to Service Area Definitions](#)

[Jump to Outreach Service Area Definitions](#)

[Jump to Establishment of District Facilities Guideline](#)

Document Review Dates: Service Delivery Statement

Effective date: February 2007

Revision date: April 2015

Reviewed by: Executive Director

Replaces: Delivering Library Services Document, Services Delivery Policy

Service Area Definitions

Service Areas encompassed by the High Plains Library District include:

- District library locations and programs governed by the High Plains Library District Board of Trustees.

- Member library locations and programs which are governed by local library boards and are not under the governance of the High Plains Library District Board of Trustees.
- Outreach Services offered through the District.

High Plains Library District Overview

The High Plains Library District was formed in 1986 to provide improved public library services with increased funding throughout the following school districts. Each District is served by either a High Plains Library or High Plains Member Library:

School District

Library serving the area as of 2007

St. Vrain Valley Re-1J Erie, Firestone, Frederick, Mead	Carbon Valley Regional, Erie Community (District Branch Location)
Weld Re-1 Gilcrest	Platteville Public Library (Member Location)
Weld Re-2 Eaton	Eaton Public Library (Member Location)
Weld Re-3 Keenesburg	Hudson Public Library (Member Location)
Weld Re-5J Johnstown-Milliken	Glenn A Jones MD Memorial Library (Member Location)
Weld 6 Greeley-Evans	Centennial Park, Farr Regional, Lincoln Park (District Branch Locations)
Weld Re-7 Platte Valley	Kersey (District Mini Branch Location)
Weld Re-8 Fort Lupton	Fort Lupton School & Public Library (Member Location)
Weld Re-9 Ault-Highland	Northern Plains Public Library (Member Location)
Weld Re-10 Briggsdale	District Outreach Services
Weld Re-11 Prairie	District Outreach Services
Weld Re-12 Pawnee	District Outreach Services

District Library Locations

District libraries are established according to the [Establishment of District Facilities Guideline](#) well as Colorado Public Library Standards. Operations are governed by the High Plains Library District Board of Trustees. Facilities are the property, by ownership or contract, of the High Plains Library District. The High Plains Library District adheres to an annual budget approved by the High Plains Library District Board of Trustees.

District libraries offer a full array of materials, services and programs for people of all ages. Staff is employed by the District, participates in benefits and is governed by the policies of the District.

Member Libraries

Member Libraries were established according to the Colorado Library Law and have joined with other governmental units within Weld County for the purpose of creating the High Plains Library District. The Member Library receives a designated portion of the tax levy for local library service. The governing

authority of the Member Library receives funds according to a formula established at the time of the agreement to create the District. The governing authority budgets and accounts for these funds.

A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.

Member Libraries have:

- A local governing authority responsible for the library's operations.
- Facilities that are owned and maintained by the local authority.
- Services and programs that are determined by the local board. The library may participate in centralized services made available by the District.
- Staff that is hired by the local board. Payroll, insurance and benefits are the responsibility of the local authority.
- A service area that was established in the Intergovernmental Agreement that formed the District.
- Hours of operation that are defined by the local authority.

Outreach Services

The role of Outreach Services is to extend library services into communities, neighborhoods and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources.

Outreach staff works with a variety of organizations ranging from day care centers, preschools, and K-12 schools to recreational centers, senior centers and other organizations that serve as community meeting places, in order to provide library materials, programs and resources to areas where economic, geographic, linguistic, physical or other barriers hinder access.

Efforts include – but are not limited to – providing rotating and deposit collections, making bookmobile stops, partnering with local service organizations and serving with organizations pursuing venues for getting information and materials to the community.

The District will continually monitor the changing needs of the High Plains Library District residents and modify services to best reach the most people in a cost effective manner.

Reference Documents

[Link to Facilities Master Plan 2013-2022](#)

[Jump to Service Area Definitions](#)

[Jump to Outreach Service Area Definitions](#)

[Jump to Establishment of District Facilities Guideline](#)

Document Review Dates: Service Area Definitions

Effective date: February 2008

Revision date: February 2013

Reviewed by: Executive Director

Replaces: Delivering Library Services Document

Establishment of District Facilities Guideline

The High Plains Library District is committed to providing quality service to all district residents. To ensure that service is provided in an effective and efficient manner, the Board of Trustees will establish and observe service delivery guidelines.

General Considerations

- The use of a library is significantly impacted by its location.
- The Board of Trustees is committed to constructing locations where community residents frequently and willingly go.
- The District will operate locations of four types: Regional Library, Large Library, Small Library, and Mini Library.
- Population, service hours per week, size in square footage, holdings available, number of computers available for public use, and the number of hours of programming per week will vary based on the population of the service area. The Preliminary Assessment Tool illustrates these variations.
- The Board reserves the right to offer service at an expanded or contracted level than that shown in the Preliminary Assessment Tool whenever local conditions or available funding make variations desirable or necessary.
- In urban and suburban areas, libraries should be located so that most residents of the service area can drive to the library in 15 - 20 minutes. In rural areas, libraries should be located so that most residents of the area can drive to the location in 30 minutes.
- The ideal of the District is to provide library service to residents at all hours, and to pursue opportunities to leverage hours of availability beyond those provided by the traditional library. As technological advancements permit the provision of services without a physical facility, the District will continue to work toward that ideal. It is not necessarily the case that there will be a physical facility in all of the towns located within district boundaries.
- The services offered at libraries will vary depending on the type of facility and the community served. Regional and large libraries will offer a greater variety of services and larger collections than those available at the small and mini-libraries.
- Libraries may include specialized spaces such as but not limited to a computer lab, digital media labs, story room, study rooms, conference rooms, or a café.
- Libraries constructed by the District will be a minimum of 6,000 square feet and serve a population of at least 5,000 people.
- The District may provide library service in leased or donated space.
- The High Plains Library District will actively pursue co-location when such an opportunity is the most efficient and effective way to provide library service. Co-location occurs when library service is provided from a space in a facility in which other entities also have their own designated space.
- The District prefers to own the property and the facility that will be used for the co-located library, rather than being a tenant in a facility owned by another party.
- Co-location opportunities will be considered with retail outlets, community services, and organizations such as: community center, recreation center, senior center, health clinic, retail center, supermarket or other locations where all segments of the community will frequently and willingly go.
- The District may provide library service via Outreach Services.
- Facilities and remodeling projects will at least meet the LEED silver certification standards.

Site Selection Criteria

The following criteria, listed in alphabetical order, will be used by the Board of Trustees to determine sites for locations:

- **Accessibility:** The site will be easily accessible by car, bicycle, public transportation, and on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.
- **Acquisition cost:** The cost to purchase or lease the site will be within the District's budget, and the price to be paid for the site should not exceed the fair market value of the site.
- **Availability:** The time required to acquire the site will not negatively impact the proposed project timeline.
- **Community assessment:** The site will be one that will be acceptable to the majority of the residents in the projected service area of the proposed location. Prior to the selection of a site for a library, the Board of Trustees will provide an opportunity for public comment about the proposed site.
- **Construction/Site development cost:** The site will enable the District to construct a branch without incurring significant additional costs to prepare the site for construction or to construct the location.
- **Environmental issues:** The site will enable the District to construct a library without incurring significant additional costs to mitigate prior soil contamination or other pre-existing environmental conditions such as poor drainage or unstable land formation. The site will not be located in a flood plain or on protected lands.
- **Legal Matters:** The site will enable the District to acquire the property and construct the library without incurring significant additional legal costs.
- **Parking:** The site will allow for adequate onsite parking for library users and library staff.
- **Projected or current population:** The site will consider how many people can be served within a reasonable distance from the proposed site.
- **Size and shape of the property:** The site will allow for the construction of an efficiently designed library. The site will allow for landscaping and required setbacks. The site will allow for expansion of the building and expansion of the parking lot.
- **Traffic:** The site will be close to the geographic and/or traffic center of the area to be served. The site will consider both the positives and negatives of traffic. It should be near primary streets with the library located at the intersection if possible, and an area of high pedestrian traffic. But the nature of traffic should not be such as to discourage use of the library.
- **Visibility:** The site and the library will be visible from major streets or within the shared facility.

Reference Documents

[Link to Facilities Master Plan 2013-2022](#)

[Jump to Service Delivery Statement](#)

[Jump to Service Area Definitions](#)

[Jump to Outreach Service Area Definitions](#)

Document Review Dates: Establishment of District Facilities Procedure

Effective date: February 2007

Revision date: February 2013

Reviewed by: Maintenance Supervisor; Executive Director

Replaces: Delivering Library Services Document

Outreach Service Area Definitions

Outreach Services extends library services into communities, neighborhoods and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources.

Efforts include – but are not limited to – providing rotating and deposit collections, making bookmobile stops, partnering with local service organizations and serving with organizations pursuing venues for getting information and materials to the community.

Bookmobile Stops

- Bookmobiles may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops will be at community gathering locations. Schools are often an ideal location since they serve as a population center.
- Service will be provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books will be carried. Staff will fill special requests promptly using ILL when appropriate.
- Bookmobile visits will be scheduled at intervals no less than 3 weeks and of sufficient length to offer professional advisory service.

Deposit (Station)

- The facility is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.
- Deposits may be located in a community where there is no bookmobile service or where a supplement to a bookmobile stop is needed.
- Basic collection of books will be provided by the District as a long-term loan. The size of this collection will be determined by the number of patrons and the size of the facility. Deposits providing study facilities will be provided basic reference books. Short-term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff taking into consideration those requests of the local volunteer staff. Insurance covering the materials placed in the deposit is the responsibility of the District.

Locations with volunteers

- Volunteers will be trained and assistance given by the District staff in maintaining the operation of the deposit.
- Hours Open: Available no less than 15 hours per week. These hours should be provided some part of 5 days per week and selected on the basis of community need. Evening and weekend hours should be considered.
- Operation of the deposit will be supervised by the District staff. Evaluation by the High Plains Library District Board and the Executive Director in consultation with representatives from the community will determine the continuation of a deposit.
- An agreement between the High Plains Library District Board and a receiving entity will be signed establishing a deposit.

Reference Documents

[Jump to Service Delivery Statement](#)

[Jump to Service Area Definitions](#)

[Jump to Establishment of District Facilities Guideline](#)

Document Review Dates: Outreach Service Area Definitions

Effective date: February 2008

Revision date: April 2015
Reviewed by: Outreach Manager; Associate Director
Replaces: Establishing Service Outlets

Service Areas Outside of District

The library recognizes the importance of the Colorado State Library and the Colorado Library Consortium (CLiC) as coordinating agencies among libraries in the state and region and endorses the multi-type library system concept. The High Plains Library District will, when appropriate, cooperate with all types of libraries to make the best use of public monies and provide optimum service.

Reference Documents

[Jump to Circulation Policy](#)
[Jump to Circulation Guideline](#)
[Jump to Colorado Library Card \(CLC\) Rules](#)

Document Review Dates: Service Areas Outside of District

Effective date: February 2007
Revision date:
Reviewed by: Executive Director

Colorado Library Card (CLC) Rules

The High Plains Library District offers reciprocal borrowing privileges to non-district residents who are Colorado Libraries Collaborate (CLC) program participants.

A CLC borrower is anyone residing in the state of Colorado who is paying local taxes or fees for library service. This can be either publicly or through higher education. Colorado residents who do not pay local taxes or fees are not eligible.

- CLC Borrowers must have a valid photo I.D. and proof of address to obtain a High Plains Library District card. For acceptable forms of photo ID and proof of address, see [Get a Library Card](#) on the High Plains Library District Web site.
- CLC borrowers will be informed about High Plains Library District rules and policies and are responsible for understanding and abiding by them.
- CLC borrowers are responsible for all materials checked out on their cards.
- Any materials borrowed by a CLC borrower are subject to the High Plains Library District loan policies and due dates.
- CLC borrowers may not request items via Interlibrary Loan (ILL).
- CLC borrowers may check out 10 items at a time.
- CLC borrowers may not borrow a laptop or a projector.
- CLC borrowers have remote database access and are eligible to borrow downloadable materials.

Reference Documents

[Jump to Service Areas Outside of District](#)
[Jump to Circulation Policy](#)
[Jump to Circulation Guideline](#)
[Link to MyLibrary Borrower Privileges Page](#)

Document Review Dates: Colorado Library Card (CLC) Rules

Effective date: February 2007

Revision date: April 2015

Reviewed by: Associate Director of Public Services

COLLECTIONS

Collection Development Statement

Collection development at the High Plains Library District is founded on the principles of intellectual freedom and equal access for all. The library strives to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public while recognizing the needs of special population groups in the community.

The three basic supporting documents used to achieve these principles are the American Library Association's [*Freedom to Read Statement*](#), the [*Freedom to View Statement*](#), and the [*Library Bill of Rights*](#).

Intellectual Freedom

The library makes available a wide diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The library supports the individual choice and judgment of its patrons in seeking information, and upholds the freedom of library patrons to read, view and listen.

Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections in the item itself. Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgment as to suitability of content for particular audiences. Materials are not excluded, removed, proscribed, or suppressed because of their creator's origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter. Inclusion of an item does not constitute endorsement of its content. Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's use of library collections rests with parents, guardians, or caregivers.

Access

The library makes its collections available to all. However, not all library materials can be made immediately accessible at all locations within the High Plains Library District. Selectors decide how many copies to buy and where to locate them by considering anticipated demand, the interests of local library patrons, physical space limitations, and available budgets.

The High Plains Library District is committed to the expeditious delivery of materials and information to its patrons. Some library materials, however, may be subject to use limitations and storage due to considerations of rarity, exceptional levels of demand, cost, physical condition, and permanent value of their information content. Efforts will be made to provide access to materials and information beyond the immediate premises of a library agency, or beyond the holdings of its collection, by means of requests placed through the online catalog, interlibrary loans, photocopying and faxing service, provision of licensed electronic resources, and access to the Internet. In all of these efforts, High Plains Library District will operate within the provisions of the United States copyright laws and corporate licensing agreements.

The proliferation of electronic and Internet information resources pose challenges as well as opportunities for the future of library collections and the information needs of the public. Many materials once available in print are now also being produced in electronic format. Some are now available solely through the Internet or proprietary database products. Providing access to electronic resources is an integral part of the library's collection development efforts.

Reference Documents

[Link to American Library Association Freedom to Read Statement](#)

[Link to American Library Association Freedom to View Statement](#)

[Link to American Library Association Library Bill of Rights](#)

[Jump to Mission Statement](#)

[Jump to Collection Selection FAQ](#)

[Jump to Collection Development Policy](#)

Document Review Dates: Collection Development Statement

Effective date: February 2007

Revision date: February 2012

Reviewed by: Collection Resources Manager; Executive Director; Board of Trustees

Replaces: Collection Development Principles Statement

Collection Selection FAQ

How does the district decide whether to buy an item for the library?

There are several questions we ask ourselves when deciding to purchase a title:

- Does it fit within the general framework of our collection? We buy materials that support the general interest and information needs of the community. Scholarly or academic works that are more suited to a college library are usually not purchased for our collection. Instead, we'll try to borrow the item for patrons from another library.
- Is it timely? If the work has a copyright date within the last two or three years, we usually consider it for purchase. If it's older and we can identify it as a "classic," we'll probably buy it. Older titles may be dated or out-of-print so we will probably borrow it for patrons from another library.
- Did the item receive a favorable review in the library journals or popular media?
- Was it created by a local author or musician? *Local authors or musicians*, defined as an author or musician residing in Weld County, are given special consideration.

How does the district decide whether to purchase an item for the library or borrow it from another library (Interlibrary Loan)?

In addition to the general selection criteria we use for selecting library materials, there are several criteria we use to make a decision:

- There are more than two requests for an item and it is still available for purchase.
- A title is not available for lending anywhere but is still available for purchase.
- The item is less than a year old and it is deemed that it would circulate well.

I can't find the title I am looking for in the High Plains Library District catalog. Will the district purchase it for the collection?

Visit the [Don't See What You Want](#) page on our Web site to [Suggest a Title](#) or request it through [Interlibrary Loan](#).

The High Plains Library District encourages input from the community concerning the library collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

If the title the patron is requesting fits with our selection criteria and is available for purchase, we'll buy a copy for the collection and place a hold for the patron. If we are unable to purchase the title, we will submit a request for Interlibrary Loan so that we can borrow the title from another library for the patron.

The District will notify patrons of any title that we are unable to purchase or obtain via Interlibrary Loan.

How long will it take for me to obtain my request?

Depending on the circumstances, it can take anywhere from a couple of weeks to several months to obtain the item. If the item is in print and available it takes less time.

How will I know the item is available for me to pick up?

Depending on the preference set in the patron's library account, patrons will either receive an email or phone call when the item is ready for pickup.

If I lose a library item, can I provide a replacement copy?

The District does not accept replacement editions in place of lost or damaged items. The patron is responsible for covering the cost of purchasing and processing a replacement copy.

Reference Documents

[Link to American Library Association Freedom to Read Statement](#)

[Link to American Library Association Freedom to View Statement](#)

[Link to American Library Association Library Bill of Rights](#)

[Jump to Mission Statement](#)

[Jump to Collection Development Statement](#)

[Jump to Collection Development Policy](#)

Document Review Dates: Collection Selection FAQ

Effective date: February 2010

Revision date: April 2015

Reviewed by: Collection Resources Manager; Executive Director; Board of Trustees

Replaces: Collection Selection Criteria Statement

Collection Development Policy

The High Plains Library District collects a variety of materials to support its mission to offer free access to information to all residents of the district.

Reference Documents

[Link to American Library Association Freedom to Read Statement](#)

[Link to American Library Association Freedom to View Statement](#)

[Link to American Library Association Library Bill of Rights](#)

[Jump to Mission Statement](#)

[Jump to Collection Development Statement](#)

[Jump to Collection Selection FAQ](#)

[Jump to Collection Development Guideline](#)

Document Review Dates: Collection Development Policy

Effective date: February 2007

Revision date: February 2010

Reviewed by: Collection Resources Manager

Collection Development Guideline

The High Plains Library District collects a variety of materials to support its mission to offer free access to information to all residents of the district. To support the High Plains Library District's mission to provide information to all district residents, the District will:

- Utilize a trained staff to make decisions about the selection, deselection, and management of library materials.
- Utilize a trained staff to make budget decisions to fund the purchase of materials and resources.
- Inform the public of the principles that govern the District's collection development processes.
- Constitute a public declaration of the library's commitment to the principles of free access to ideas and information, and to providing collections that reflect a variety of viewpoints.

Reference Documents

[Link to American Library Association Freedom to Read Statement](#)

[Link to American Library Association Freedom to View Statement](#)

[Link to American Library Association Library Bill of Rights](#)

[Jump to Mission Statement](#)

[Jump to Collection Development Statement](#)

[Jump to Collection Selection FAQ](#)

[Jump to Collection Development Policy](#)

Document Review Dates: Collection Development Guideline

Effective date: February 2007

Revision date: February 2010

Reviewed by: Collection Resources Manager

FACILITIES

Alcohol at Events Policy

Consumption of alcoholic beverages on High Plains Library District property must have the approval of the Executive Director or the Board of Trustees.

Reference Documents

[Jump to Meeting Room, Study Room, and Computer Lab Policy](#)
[Jump to Meeting Room, Study Room, and Computer Lab Guidelines](#)
[Jump to Meeting Room and Computer Lab Rules](#)

Document Review Dates: Alcohol at Events Policy

Effective date: December 2007
Revision date: April 2015
Reviewed by: Executive Director

Art Policy

The High Plains Library District creates library environments which are comfortable, functional and aesthetically pleasing in the District's locations. The District also supports and encourages local artists. To achieve both priorities, works of art are added through donations and purchases.

Reference Documents

[Jump to Gift and Donation Policy](#)
[Jump to Art Guideline](#)
[Link to Art Exhibit Application](#)

Document Review Dates: Art Policy

Effective date: December 2007
Revision date: April 2015
Reviewed by: Associate Director of Public Services

Art Guideline

Art works accepted through either donation or purchase will not necessarily be displayed in the same location on a permanent basis.

Art is defined by [CRS 24-48.5-312](#) as original creations of visual art including, but not limited to: sculpture; painting (whether portable or fixed, as in the case of murals); mosaics; photographs; crafts made from clay, fiber and textiles, wood, glass, metal, plastics, or any other material, or any combination thereof; calligraphy; mixed media composed of any combination of forms or media; unique architectural styling's or embellishments, including architectural crafts; environmental landscaping; and restoration or renovation of existing works of art of historical significance.

Accessioning

- Art objects, portraits, antiques, or other museum objects will be purchased or accepted as a donation based on their suitability to the High Plains Library District's mission, décor, and

availability of space for display as determined by the Executive Director. Such items will be formally added to the library's holdings of owned art.

- Landscaping items and Exterior Ornamentation will be accepted based upon the appropriateness of the gifts to the landscaping plan for the building as determined by the Executive Director.

Insurance

Items purchased or accepted as donations will be covered by the library's insurance.

Deaccessioning

Items may be removed from the library location based on condition and/or how the item fits with the library's environment.

Reference Documents

[Jump to Art Policy](#)

[Jump to Gift and Donation Policy](#)

[Link to CRS 24-48.5-312](#)

[Link to Art Exhibit Application](#)

Document Review Dates: Art Guideline

Effective date: December 2007

Revision date: April 2015

Reviewed by: Associate Director of Public Services

Displays and Exhibits Policy

Displays and exhibits are encouraged and shall be placed in the library at the discretion of the Executive Director, Associate Director, Library Manager, or the Board of Trustees.

Reference Documents

[Jump to Displays and Exhibits Guideline](#)

[Jump to Art Policy](#)

[Jump to Art Guideline](#)

[Link to Art Exhibit Application](#)

Document Review Dates: Displays and Exhibits Policy

Effective date: February 2007

Revision date: March 2011

Reviewed by: Public Information Manager

Displays and Exhibits Guideline

District-Owned Art

Art works accepted through either donation or purchase will not necessarily be displayed in the same location on a permanent basis.

Loaned Art and/or Collectibles

Each High Plains Library District branch location has space for local artists and collectors to display their talents and interests. Such items will be considered as "on loan" to the library location and will neither be added to the District's holdings nor transferred to another location.

Individuals loaning items for exhibits at any branch of the High Plains Library District must complete and sign the [Art Exhibit Application](#). The application must be signed before any loaned items are placed on exhibit. The lender will be given a copy of the signed agreement.

Art objects, collectibles, portraits, antiques or other museum objects can be accepted as loans for a set period of time as determined by the location's Manager or designee.

If the artist/collector is interested in selling art works, the prices may be posted along with contact information. Those selling their items are asked to donate 15% of the monies earned to the High Plains Library District Foundation.

Items with a value that is less than \$25,000 that are damaged or stolen while on display will be covered by the District's insurance. The owner of the art piece(s) is strongly encouraged to provide his or her own insurance and is solely responsible for any damage while the art is in their care.

The display may be dismantled and stored by High Plains Library District staff if the artist/collector fails to remove the display at the agreed-upon time or if the location's Manager or designee determines a need to remove the display earlier than planned and cannot contact the artist/collector.

Reference Documents

[Jump to Displays and Exhibits Policy](#)

[Jump to Art Policy](#)

[Jump to Art Guideline](#)

[Link to Art Exhibit Application](#)

Document Review Dates: Displays and Exhibits Guideline

Effective date: February 2007

Revision date: April 2015

Reviewed by: Public Information Manager

Meeting Room, Study Room, and Computer Lab Policy

The primary purpose of the High Plains Library District meeting room and computer lab spaces are to support District programs and services. Both meeting rooms and computer labs may be made available as community meeting places for the presentation and exchange of information.

All meetings and programs held in library meeting rooms are open to the general public. Permission to use and subsequent scheduling of these rooms does not constitute sponsorship or endorsement by the District of the group's policies, views or beliefs. The library reserves the right to cancel or refuse use of the rooms at any time.

Study rooms are made available for small groups to meet or for individuals to use for quiet spaces.

Reference Documents

[Jump to Meeting Room, Study Room, and Computer Lab Guidelines](#)

[Jump to Alcohol at Events Policy](#)

[Jump to Soliciting, Petitioning and Fundraising Policy](#)

[Jump to Meeting Room and Computer Lab Rules](#)

[Link to Library Locations and Hours](#)

[Link to Meeting Room Reservation Page](#)

Document Review Dates: Meeting Room , Study Room, and Computer Lab Policy

Effective date: February 2009

Revision date: March 2011

Reviewed by: Associate Director of Public Services

Replaces: Meeting Room Policy

Meeting Room, Study Room, and Computer Lab Guidelines

Meeting Room and Computer Lab Guideline

Library-promoted meetings and programs held in library meeting rooms and computer labs are open to the general public.

The District will deny use of the rooms to groups that, in the judgment of the District representative, have as their purpose to:

- Advance any doctrine or theory subversive to the Constitution or laws of the United States or State of Colorado.
- Advocate social or political change by force or violence.

Room reservations are not guaranteed beyond 30 minutes into the reserved time if the group has not yet arrived.

If fees are collected for a function, the organization is asked to donate 15% of the monies earned to the High Plains Library District Foundation.

Permission to use and subsequent scheduling of meeting rooms does not constitute sponsorship or endorsement by the District of the group's policies, views or beliefs. The library reserves the right to cancel or refuse use of the meeting rooms at any time.

A security/damage deposit is required for room usage. Additional deposit monies may be required to use library resources and equipment.

Room use fees are assessed for locations where more than 50% of room requests are from commercial organizations and/or for multiday use that is not open to the general public.

Computer Lab Specific Information

Computer software and hardware is to be used in its current state. No add-ons are allowed.

Reference Documents

[Jump to Meeting Room, Study Room, and Computer Lab Policy](#)

[Jump to Alcohol at Events Policy](#)

[Jump to Soliciting, Petitioning and Fundraising Policy](#)

[Jump to Meeting Room and Computer Lab Rules](#)

[Link to Library Locations and Hours](#)

[Link to Meeting Room Reservation Page](#)

Document Review Dates: Meeting Room, Study Room and Computer Lab Guidelines

Effective date: March 2009

Revision date: March 2011

Reviewed by: Associate Director of Public Services

Replaces: Meeting Room Guidelines

Study Room Guideline

Most locations have study rooms available for groups of six or fewer people as well as for individual use.

- Study rooms are available on a first-come, first-served basis during regular library hours.
- Rooms must be vacated no later than 15 minutes before the library closes.
- Room use is for a maximum of two hours. However, if nobody is waiting to use it, the time can be extended.

Reference Documents

[Jump to Meeting Room, Study Room, and Computer Lab Policy](#)

[Jump to Meeting Room, Study Room and Computer Lab Guidelines](#)

[Jump to Meeting Room and Computer Lab Rules](#)

[Link to Library Locations and Hours](#)

Document Review Dates: Study Room Guideline

Effective date: March 2011

Revision date:

Reviewed by: Associate Director of Public Services

Replaces: Meeting Room Guideline

Meeting Room and Computer Lab Rules

The High Plains Library District meeting rooms and computer labs are available to community groups during normal library hours, provided the rooms are not scheduled for library events.

The rules listed below refer to both the meeting rooms and computer labs unless otherwise stated.

1. Rooms may not be scheduled for any ongoing, regularly scheduled meetings/events. *Exception:* The Administration & District Support Building Meeting Room.
2. Library promoted meetings/events must be free and open to the public. Optional charges may be made for materials provided.
3. If fees are collected to attend an event held at a library location, we ask that a donation of 15% of the monies collected be donated to the High Plains Library District Foundation. *Exception:* The Administration & District Support Building Meeting Room has a \$25 per hour fee.
4. All groups shall use the application form provided by the library. The individual reserving a room must have a library card. A damage deposit is required.
5. A security/damage deposit of \$50 is required to use the meeting room. An additional \$250 deposit is required for use of the NOMAD presentation station. Use of the computer lab requires a \$300 security deposit. The deposit(s) will be returned if there are no damages and the room is left clean and in its original condition.
6. Any damages in excess of \$50 will be charged to the organization; any damages to the NOMAD Presentation Station in excess of \$250 will be charged to the organization. Any damage to the Computer Lab and/or the equipment in excess of \$300 will be charged to the organization.
7. Computer software and hardware is to be used in its current state. No add-ons are allowed.

8. No smoking or illegal drugs/activities will be allowed on the premises.
9. Consumption of alcohol is generally only allowed when the library is closed to the public and only when expressly pre-approved by the Executive Director or the Board of Trustees.
10. The District will deny use of the rooms to groups that, in the judgment of the District representative, have as their purpose to:
 - Advance any doctrine or theory subversive to the Constitution or laws of the United States or State of Colorado.
 - Advocate social or political change by force or violence.
11. Room reservations are not guaranteed beyond 30 minutes into the reserved time if the group has not yet arrived.
12. An adult (over age 17) must be present while the room is in use.
13. The library is not responsible for setting up furniture for groups reserving a room.
14. Each library has a select list of equipment and staff support that may be provided.
15. The library will provide cleaning items such as trash bags, cleaning solution and a vacuum. All other supplies (coffee, cups, napkins, flatware, etc.) must be provided by the organization using the room.
16. Any publicity concerning the event/meeting should include the name of the sponsoring organization and a contact person. Doing so will direct any questions concerning the meeting/event to the organization which is best suited to answer any inquiries that may arise about the meeting/event.

Reference Documents

- [Jump to Meeting Room, Study Room, and Computer Lab Policy](#)
- [Jump to Alcohol at Events Policy](#)
- [Jump to Soliciting, Petitioning and Fundraising Policy](#)
- [Jump to Meeting Room, Study Room, and Computer Lab Guidelines](#)

Document Review Dates: Meeting Room and Computer Lab Rules

Effective date: March 2009
 Revision date: March 2014
 Reviewed by: Associate Director of Public Services

Posting and Distribution Policy

The High Plains Library District actively supports the American Library Association Freedom to Read and the Freedom to View statements. In keeping with these statements, the library will accept materials from individuals or groups who wish to disseminate information to the library's patrons within limitations of District procedures.

USE OF LIBRARY FACILITIES, INCLUDING GROUNDS, DOES NOT CONSTITUTE ENDORSEMENT OF THE MATERIALS OR AN EVENT BY THE HIGH PLAINS LIBRARY DISTRICT.

Reference Documents

- [Link to American Library Association Freedom to Read Statement](#)
- [Link to American Library Association Freedom to View Statement](#)

Document Review Dates: Posting and Distribution Policy

Effective date: February 2007
 Revision date:

Reviewed by: Associate Director of Public Services

Recycling Policy

The High Plains Library District is committed to recycling as many materials as possible.

Reference Documents

[Jump to Confidentiality Policy](#)

Document Review Dates: Recycling Policy

Effective date: April 2007

Revision date:

Reviewed by: Maintenance Supervisor

Safety and Security Policy

The High Plains Library District takes measures to ensure the safety of patrons, staff, and materials in District facilities.

Reference Document

[Jump to Safety and Security Guideline](#)

Document Review Dates: Safety and Security Policy

Effective date: February 2010

Revision date: March 2011

Reviewed by: Human Resources Manager

Safety and Security Guideline

High Plains Library District will take necessary measures to ensure the safety of patrons, staff, and materials in District facilities. Measures include, but are not limited to:

- Requesting adjustment to behaviors to meet reasonable expectations of staff and community norms.
- Removing persons from facilities due to causing a disturbance to others.
- Using monitoring devices in locations experiencing ongoing theft or disturbance problems.
- Working with local law enforcement to handle situations as deemed necessary.

The library is not a place of refuge from law enforcement after being accused of committing an illegal act. Library staff will contact the police if this seems to be the situation.

Reference Document

[Jump to Safety and Security Policy](#)

Document Review Dates: Safety and Security Guideline

Effective date: February 2010

Revision date: March 2011

Reviewed by: Human Resources Manager

Smoking Policy

Smoking of any type is not permitted within any High Plains Library District facility or within 25 feet of any major entryway, unless otherwise posted, in order to eliminate the health effects associated with smoking inside or near the exterior of the building.

Document Review Dates: Smoking Policy

Effective date: April 2007

Revision date: April 2015

Reviewed by: Executive Director

Soliciting, Petitioning and Fundraising Policy

Solicitation, petitioning, peddling and other interactions in pursuit of selling goods or services or entreating library patrons or staff are prohibited in the library.

Free speech activities are permitted outside of library buildings as long as they do not impede safe pedestrian flow or block access to library entries or exits. Examples of appropriate free speech activities include, but are not necessarily limited to:

- Petitioning
- Distributing leaflets
- Campaigning

Vending, peddling or product sampling is not allowed on High Plains Library District property.

Fundraising is limited to efforts conducted under the auspices/permission of the High Plains Library District Foundation. Ideas and suggestions should be sent to the Development Coordinator.

Reference Documents

[Jump to Meeting Room, Study Room, and Computer Lab Policy](#)

[Jump to Posting and Distribution Policy](#)

Document Review Dates: Soliciting, Petitioning and Fundraising Policy

Effective date: February 2007

Revision date:

Reviewed by: Associate Director of Public Services; Development Coordinator

Sustainability Policy

The High Plains Library District minimizes its impact on the environment by making efforts to reduce consumption of resources, use resources more wisely, and provide the community with information and opportunities to do the same.

Document Review Dates: Sustainability Policy

Effective date: June 2012

Revision date:

Reviewed by: Human Resources Facilities Manager

Weapons Policy

The High Plains Library District is governed by state statutes which (1) permit the open carrying of firearms and (2) allow for the carrying of concealed firearms if the person has a legal permit. The District is also governed by local ordinances which may vary in each community, concerning other weapons such as knives.

Reference Documents

[Link to C.R.S. 18-12-102 – Possessing a dangerous or illegal weapon – affirmative defense](#)

[Link to C.R.S. 18-12-105 – Unlawfully carrying a concealed weapon – unlawful possession of weapons](#)

[Link to C.R.S. 18-12-105.6 – Prohibited use of weapons](#)

[Link to C.R.S. 18-12-201 – Permits to carry concealed handguns – Legislative declaration](#)

[Link to C.R.S. 18-12-214 – Permits to carry concealed handguns – Authority granted by permit carrying restrictions](#)

Document Review Dates: Weapons policy

Effective date: April 2015

Revision date:

Reviewed by: Associate Director of Public Services

FINANCIAL

Contracted Services Policy

The High Plains Library District uses due diligence in assessing and retaining contracted services. Primary factors in the decision to contract for services include whether the service requires specialized expertise, how often the service may be needed, funds required, and logistics required to provide the service.

Document Review Dates: Contracted Services Policy

Effective date: March 2011
Revision date: February 2013
Reviewed by: Finance Director; Executive Director
Replaces: Finance Department Policies and Procedures

Expenditure Policy

By law, the High Plains Library District Board of Trustees is responsible for establishing spending priorities and adopting the operating budgets for the District each year to be administered by the Executive Director. Upon adoption of the budgets, the Board of Trustees authorizes the Executive Director to administer the financial affairs of the District by delegating the Finance Department to account for the disbursement of monies and the collection of revenue due to the District.

Document Review Dates: Expenditure Policy

Effective date: October 2007
Revision date:
Reviewed by: Finance Director; Executive Director
Replaces: Finance Department Policies and Procedures

Financial Assets Policy

The High Plains Library District will endeavor to maximize the financial assets of the district while conforming to all applicable District policies, state statutes and federal regulations.

Reference Documents

[Link to Colorado Department of Regulatory Agencies Public Deposit Protection Act Page](#)
[Link to Colorado Department of Regulatory Agencies Savings and Loan Statutes](#)
[Link to Investment Company Act of 1940](#)
[Link to Securities and Exchange Commission Rule 15c3-1, Uniform Net Capital Rule](#)

Document Review Dates: Investment Policy

Effective date: October 2006
Revision date: February 2013
Reviewed by: Finance Director; Executive Director
Replaces: Investment Policy

Member Project Funding Policy

The High Plains Library District actively supports the provision of library services throughout the district boundaries. Monies may be made available by the Board of Trustees to support service projects initiated by district municipalities meeting set criteria.

Reference Documents

[Jump to Member Project Funding Guideline](#)

[Jump to Expenditure Policy](#)

Document Review Dates: Member Project Funding Policy

Effective date: February 2009

Revision date:

Reviewed by: Finance Director; Executive Director

Member Project Funding Guideline

Member Libraries of the High Plains Library District meeting the following criteria are eligible to receive funding to support service project efforts:

- The Member Library has the current Intergovernmental Agreement (IGA) with the High Plains Library District
- The project has local financial support.
- The project aligns the Member Library's services and programs with those of the High Plains Library District.
- The Member Library works in partnership with the High Plains Library District in managing the project.

A scope statement and/or proposal along with a request for funding should also include information on:

- Specific goals and objectives of the project.
- Information on how the project will improve services.
- Estimated schedule for the project.
- Measures being used to evaluate success.
- Next steps to be taken if the project does not succeed as anticipated.

The Board of Trustees will consider all requests individually based on available funds, past performance and goals for the project.

Reference Documents

[Link to Colorado Public Library Standards](#)

[Jump to Member Project Funding Policy](#)

[Jump to Expenditure Policy](#)

Document Review Dates: Member Project Funding Guideline

Effective date: March 2009

Revision date:

Reviewed by: Finance Director; Executive Director

FUNDRAISING

High Plains Library District Foundation Establishment

The High Plains Library District Foundation was incorporated on October 25, 2000 as a non-profit 501(c)(3) corporation. The mission of the High Plains Library District Foundation is to generate funding to enhance the programs and resources of the High Plains Library District. All funds raised by the Foundation are used to support the mission of the District.

Partnerships with private and public agencies should increase exposure in the community, achieve the mission and strategic goals of the District, be of mutual benefit to both parties or enhance the District's revenues. Only organizations deemed appropriate and compatible with the mission, goals, and policies of the High Plains Library District will be considered for a potential partnership.

Volunteers are a valuable resource, providing extra hours and talents which cannot be covered by budget. Volunteers are held to the same principles and standards as library employees. Volunteer positions will not replace an authorized position.

Reference Documents

[Jump to High Plains Library District Foundation Role Policy](#)

Document Review Dates: High Plains Library District Foundation Establishment

Effective date: February 2007

Revision date:

Reviewed by: Development Coordinator; Executive Director

High Plains Library District Foundation Role Policy

The purpose of the High Plains Library District Foundation is to identify the needs and priorities of the District for fundraising purposes and to approve all expenditures of the Foundation.

Reference Documents

[Jump to High Plains Library District Foundation Establishment](#)

Document Review Dates: High Plains Library District Foundation Role Policy

Effective date: November 2007

Revision date:

Reviewed by: Development Coordinator; Executive Director

Gift and Donation Policy

The High Plains Library District encourages community support by accepting gifts of money, time and talent that enhance the programs of the District.

Reference Documents

[Jump to Gift and Donation Guideline](#)

[Jump to Art Policy](#)

[Link to Art Exhibit Application](#)

Document Review Dates: Gift and Donation Policy

Effective date: December 2007

Revision date: April 2015

Reviewed by: Executive Director

Gift and Donation Guideline

Donations to the High Plains Library District may be tax deductible. The valuation of gifts of tangible personal property and gifts-in-kind shall be the responsibility of the donor. Donations of historical or genealogical significance will only be accepted if the District has a signed Content Agreement. This agreement gives the District permission to duplicate the content in order to make it available through the various tools for information sharing."

Reference Documents

[Jump to Gift and Donation Policy](#)

[Jump to Art Policy](#)

[Link to Art Exhibit Application](#)

Document Review Dates: Gift and Donation Guideline

Effective date: December 2007

Revision date: April 2015

Reviewed by: Executive Director

PUBLICITY

Public Information Policy

The High Plains Library District will utilize a public information department to provide the community with consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the High Plains Library District is presented to the public.

Reference Documents

[Jump to Confidentiality Policy](#)

Document Review Dates: Public Information Policy

Effective date: February 2007

Revision date: February 2010

Reviewed by: Public Information Manager

Sponsorship Policy

The High Plains Library District considers sponsorship opportunities. Priority is given to opportunities that support District interests.

Reference Documents

[Jump to Public Information Policy](#)

[Jump to Programming Policy](#)

[Jump to Programming Guideline](#)

Document Review Dates: Sponsorship Policy

Effective date: February 2010

Revision date:

Reviewed by: Public Information Manager

PRIVACY AND CONFIDENTIALITY

Confidentiality Policy

The High Plains Library District Board of Trustees recognizes that all members of the public are entitled to unrestricted private use of the library and its informational resources in order to make full and effective use of library resources. Patron privacy is protected to the full extent allowed under law.

Reference Documents

[Link to Colorado State Library Quick Guide for CRS 24-90-119](#)

[Link to USA PATRIOT Act](#)

[Jump to Confidentiality Guideline](#)

[Jump to Public Information Policy](#)

Document Review Dates: Confidentiality

Effective date: February 2007

Revision date:

Reviewed by: Executive Director

Confidentiality Guideline

It is the responsibility of the library, its staff and the volunteers working on its behalf to make every reasonable effort to see that information about the patrons and their library activities and choices remain confidential while accomplishing the work of the library.

During library promotional activities, efforts will be made to warn patrons of the activities and to gain permission of patrons before publishing names or pictures.

Confidentiality of library usage is not protected if there is misuse of the library or its resources; if the library is presented with a court-ordered subpoena; or if information is requested under section 215 of the United States PATRIOT Act.

Reference Documents

[Link to Colorado State Library Quick Guide for CRS 24-90-119](#)

[Link to USA PATRIOT Act](#)

[Jump to Confidentiality Policy](#)

[Jump to Public Information Policy](#)

Document Review Dates: Confidentiality Guideline

Effective date: February 2007

Revision date:

Reviewed by: Executive Director

Identity Theft Policy

The High Plains Library District takes reasonable steps to protect library patrons from Identity Theft.

Reference Documents

[Link to Federal Trade Commission Red Flags Rule](#)

[Jump to Circulation Policy](#)

[Jump to Circulation Guideline](#)

[Jump to Confidentiality Policy](#)

[Jump to Service Delivery Statement](#)

Document Review Dates: Identity Theft Policy

Effective date: February 2010

Revision date:

Reviewed by: Finance Manager

Identity Theft Guideline

The High Plains Library District realizes that library patrons expect protections put in place to protect against identity theft to be balanced with ways that provide easy access to library resources. To this end, the High Plains Library District works under the assumption of strict interpretation of Colorado Library Law's confidentiality statement with options for patrons to adjust the levels of protection offered.

Library staff may remove a card from active status if there is concern of potential abuse due to irregularities noted with computer usage and/or sudden changes in borrowing habits. The card holder will be contacted to confirm the activities before the card is returned to regular status.

To protect the identity of library patrons, the High Plains Library District requires:

- Photo ID with current residence be presented to get a High Plains Library District card. (If the Photo ID has a past residence listed, a secondary form of residence verification is also required.) A physical address is needed to meet Fair Debt Collection Practices Act secure communication needs.
- That those borrowing materials have their library card present.
- Those picking up held items have the card under which the item was held or express permission from the person who requested the hold to pick it up in their absence.
- Upon report of a missing, lost, or stolen card, the library will immediately remove the record from active status.

Options available to meet ease-of-use demands:

- Patrons who do not have a card with them can use a photo ID with current address to verify their identity to borrow materials and/or purchase a replacement card.
- Patrons may identify people who may check out items in place of the patron.
- Patrons may give their card to another person to use for borrowing privileges, recognizing that the card owner has ultimate responsibility for paying for any late, lost, or damaged materials.

Reference Documents

[Link to Federal Trade Commission Red Flags Rule](#)

[Jump to Circulation Policy](#)

[Jump to Circulation Guideline](#)

[Jump to Confidentiality Policy](#)

[Jump to Service Delivery Statement](#)

Document Review Dates Identity Theft Guideline

Effective date: February 2010

Revision date: March 2014

Reviewed by: Finance Director

SERVICES

Circulation Policy

The High Plains Library District provides access to a wide range of resources to both residents and non-residents of the district. Residents and non-residents who pay taxes for Colorado library services may obtain a library card at any District location.

Reference Documents

[Jump to Circulation Guideline](#)

[Jump to Colorado Library Card \(CLC\) Rules](#)

[Jump to Service Areas Outside of District](#)

[Link to acceptable Photo ID and Proof of Address](#)

Document Review Dates: Circulation Policy

Effective date: February 2007

Revision date: February 2010

Reviewed by: Associate Director of Public Services

Circulation Guideline

The High Plains Library District provides library cards with varying levels of access depending on a person's residency.

- Residents of the district may obtain a library card with full access to all services at no charge.
- Non-residents of the district who pay taxes for Colorado library services may obtain a library card with limited access to services at no charge.
- Non-residents of the district who do not pay taxes for Colorado library services may obtain a Net card in order to access Internet access within a District location at no charge.

A replacement fee will be charged for a lost or damaged card.

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/guardian and the child must be present when the card is issued, except when working with an institution, such as schools.

Reference Documents

[Jump to Circulation Policy](#)

[Jump to Colorado Library Card \(CLC\) Rules](#)

[Jump to Service Areas Outside of District](#)

[Link to acceptable Photo ID and Proof of Address](#)

Document Review Dates: Circulation Guideline

Effective date: February 2007

Revision date: April 2015

Reviewed by: Associate Director of Public Services

Internet Use Policy

The High Plains Library District provides free public access to the Internet, a computer network that allows patrons to access information shared by other computer users worldwide. As the Internet provides access to a vast array of information, all library patrons will have equal access.

Library-provided computers may be used by patrons during regular library hours. Unfiltered wireless access is also available for patrons through an independent Internet provider.

All individuals using library-based Internet services must agree to and are expected to abide by the High Plains Library District Internet Use policy and guidelines.

Reference Documents

[Link to Children's Internet Protection Act](#)

[Link to Colorado State Library Quick Guide for CRS 24-90-601](#)

[Jump to Patron Rights and Responsibilities Statement](#)

[Jump to Internet Use Guideline](#)

[Jump to Internet Use Rules](#)

[Jump to Internet \(Wireless\) Access Guideline](#)

Document Review Dates: Internet Use Policy

Effective date: February 2007

Revision date:

Reviewed by: Executive Director

Internet Use Guideline

The High Plains Library District provides Internet access to enable residents to utilize the vast array of information, ideas, and research tools, augmenting information in other formats available in High Plains Library District libraries, and including materials beyond the scope of resources selected by the High Plains Library District.

As such, Internet resources are provided equally to all library patrons. Computers and wireless access may be used by patrons during regular library hours. Patrons should read the [Guidelines for Internet Use](#) on the High Plains Library District Web site (<http://www.mylibrary.us>).

A public library is a "limited public forum." Access to information is subject to reasonable restrictions on time, place and manner. High Plains Library District control over content accessed by patrons using the Internet is governed by federal and state law defining what is obscene, child pornographic or deemed "harmful to minors." In compliance with the federal Children's Internet Protection Act (CIPA) and Colorado HB01-1004 laws, High Plains Library District has installed technology protection measures (TPM); that is, filters, on all library computers with the intent of applying best efforts in protecting access to visual depictions that are obscene, child pornographic or harmful to minors.

High Plains Library District may not infringe on a patron's First Amendment rights other than as stipulated by law. Any patron in a High Plains Library District library who is of 17 years of age or older

may request that an authorized library employee temporarily disable the filter on computers in the adult services area. As with all library materials, parents, guardians, or caregivers, not the High Plains Library District, are responsible for information selected and/or accessed by their children. Parents wishing to limit their children's Internet access through the library are advised to supervise their children's Internet sessions.

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, High Plains Library District staff is available to help patrons navigate, identify, access and evaluate resources on the Internet. The District 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.

High Plains Library District will strive to provide access to online services and systems. High Plains Library District is not liable for services and systems that do not function on library machines.

Inappropriate Use

Misuse of High Plains Library District computers will result in loss of computer privileges. Such misuse includes, but is not limited to:

- Use of the Internet access computers 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 computers, other digital equipment, software configurations, or files that are the property of High Plains Library District.
- Attempts to enter the High Plains Library District network without authorization.
- Intentional propagation and/or transmission of computer viruses.
- Violation of copyright or software license agreements.

Reference Documents

[Link to Children's Internet Protection Act](#)

[Link to Colorado State Library Quick Guide for CRS 24-90-601](#)

[Jump to Patron Rights and Responsibilities Statement](#)

[Jump to Internet Use Policy](#)

[Jump to Internet Use Rules](#)

[Jump to Internet \(Wireless\) Access Guideline](#)

Document Review Dates: Internet Use Guideline

Effective date: February 2007

Revision date: February 2009

Reviewed by: Executive Director

Internet Use Rules

To ensure the safety and comfort of the public, those using the Internet are expected to abide by the following rules:

1. Time limits for using the Internet computers are based on the library location and levels of business. During busy times, a one-hour time limit is enforced.

2. There is a maximum of two (2) patrons per station.
3. Patrons are expected to be primarily self-sufficient in computer usage. Library staff can provide general assistance.
4. Comply with federal, state and local laws and regulations pertaining to Internet, information and individual rights and safety.
5. Computers are filtered in compliance with the federal Children's Internet Protection Act (CIPA) and Colorado Statute 24-90-601 et seq.
 - Patrons 17 years of age and older may request the filters be turned off in adult areas.
 - Those patrons younger than 17 years must have the parent, guardian or caregiver give express permission to turn off the filters. Unfiltered access is allowed only in adult areas.
 - Computers in the children's areas must remain filtered at all times. Attempts to bypass the filtering system are a violation of state law.
 - Those using wireless access will not view explicit sites in the children's areas.

Note: Filtering software is imperfect and may miss blocking some sites as well as incorrectly block other sites. Patrons are encouraged to inform library staff of either situation.

6. Decisions for levels of Internet access are the responsibility of a child's parent, guardian or caregiver. Parents are strongly encouraged to work with their children to develop rules for Internet usage.

Those misusing this service, found violating any federal, state or local regulations or violating the privacy of other library patron(s), will lose patron privileges. Please read the [Policies and Guidelines for Internet Use](#) on the High Plains Library District Web site.

Access

A High Plains Library District card is required to use the Internet through library computers. A "net card" is available to those visiting the area. The District utilizes computer reservation software to manage computer use scheduling. When a reservation is made, a receipt slip will list the assigned computer and access code.

Printing

Printing can be paid for and picked up where computer reservations are made.

Privacy

The High Plains Library District uses an automated reservation system to ensure equity in computer use. Internet usage is not tracked.

Reference Documents

[Link to Children's Internet Protection Act](#)

[Link to Colorado State Library Quick Guide for CRS 24-90-601](#)

[Jump to Patron Rights and Responsibilities Statement](#)

[Jump to Internet Use Policy](#)

[Jump to Internet Use Guideline](#)

[Jump to Internet \(Wireless\) Access Guideline](#)

Document Review Dates: Internet Use Rule

Effective date: February 2007

Revision date: February 2009

Reviewed by: Executive Director

Replaces: Guidelines for Internet Use update 07

Internet (Wireless) Access Guideline

The High Plains Library District's wireless service is accessible by an individual's own laptop or wireless devices. Library staff is unable to provide technical assistance and no guarantee can be made that individuals will be able to make a wireless connection.

The High Plains Library District's wireless network service is not secure. It is the individual's responsibility to provide appropriate security settings to control access from other wireless devices within the library and the Internet itself. The High Plains Library District assumes no responsibility for providing virus protection or other security measures.

Individuals are expected to comply with the High Plains Library District's Internet Use Policy. Failing to do so may result in the loss of wireless access services through the High Plains Library District.

Individuals may be asked to move to a different area in the library if a site being viewed is deemed inappropriate for the age level primarily served in the area.

The High Plains Library District assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the wireless access.

Reference Documents

[Link to Children's Internet Protection Act](#)

[Link to Colorado State Library Quick Guide for CRS 24-90-601](#)

[Jump to Patron Rights and Responsibilities Statement](#)

[Jump to Internet Use Policy](#)

[Jump to Internet Use Guideline](#)

[Jump to Internet Use Rules](#)

Document Review Dates: Internet (Wireless) Access Guideline

Effective date: February 2007

Revision date: March 2011

Reviewed by: Executive Director

Notary Guideline This service was discontinued April 30, 2017

The High Plains Library District provides three types of notary service to the community. This service is offered free of charge. Types of notary services available are:

- Acknowledgements: documents that do not have an oath or affirmation. The notary confirms that the form was signed in his/her presence and the signer has shown valid documentation to provide evidence that s/he is who s/he claims.
- Oaths and Affirmations: documents that require that the signer first pledges that the information is the truth before signing and verifying their personal information before the notary.
- Certification of Copies: the notary is present when the person makes a copy to comply with a written request that fits within CRS 12-55-120 (a).

Those requesting notary service must:

1. Arrive with an **unsigned** document or original document and request for a certified copy.
2. Arrive with a valid form of identification as required by CRS 12-55-110 (4). Valid forms of Identification include:

- A current passport from any country, written in a language that the Notary can read.
 - A valid driver's license from any state of the United States.
 - A valid non-driver's photo identification card from any state of the United States .
 - A United States military identification card (containing both a photograph and signature).
3. Arrive ready to swear an oath or affirmation as necessary.

The High Plains Library District may deny notary services depending on the current business level at the location or if there are concerns about the request. High Plains Library District does not provide notary service for the following:

- I-9 verifications
- Petitions
- Real estate documents
- Notices of Dishonor.

Reference Documents

[Link to State of Colorado Notary Public FAQs](#)
[Jump to Service Delivery Statement](#)

Document Review Dates: Notary Guideline

Effective date: March 2011
Revision date: March 2014
Reviewed by: Associate Director of Public Services

Proctoring Policy

The High Plains Library District supports learning and distance education by providing a limited exam proctoring service. This service is offered free of charge. There is no requirement that the student live within the boundaries of the District.

Reference Documents

[Jump to Proctoring Guideline](#)
[Link to Exam Proctoring Request Form](#)

Document Review Dates: Proctoring Policy

Effective date: March 2011
Revision date: March 2014
Reviewed by: Associate Director of Public Services

Proctoring Guideline

The following guidelines articulate the responsibilities of the student and the testing institution as well as the parameters of the service provided by the library.

The student will:

- Complete the [Exam Proctoring Request Form](#) allowing for 5 business days for review.
- Determine that the library's resources, including installed software and physical environment meet the exam requirements.
- Arrange for all necessary exam information to be delivered to the proctor prior to deadline.
- Pay for any expenses associated with the exam, such as prepaid envelopes or photocopying.

- Provide photo identification.
- Arrive on time or notify the proctor if unable to make the appointment. Rescheduling will be at the convenience of the proctor if student is late or cancels.

The High Plains Library District will:

- Contact the student within 5 business days after receiving the Exam Proctoring Request Form.
- Administer the exam during regular library hours.
- Verify the identity of the student with photo identification.
- Notify the student when exam information has been received, if required.
- Monitor student periodically during the exam.
- Enforce time limits or other requirements
- Reserve a public computer in advance for online examinations, extend time as needed or reserve a conference room.
- Not provide personal information, such as home phone number or social security number.
- Not be responsible for unforeseen events, such as network or equipment failure, lost or delayed mail, proctor illness, or library closure.
- Not install special software onto computers.

Reference Document

- [Jump to Proctoring Policy](#)
- [Link to Exam Proctoring Request Form](#)

Document Review Dates: Proctoring Guideline

Effective date: March 2011
 Revision date: March 2014
 Reviewed by: Associate Director of Public Services

Programming Policy

High Plains Library District programs will increase the knowledge and skills of the community through engaging patron experiences and position the library as a center for the growth and development of new ideas.

Reference Documents

- [Jump to Sponsorship Policy](#)
- [Jump to Programming Guideline](#)

Document Review Dates: Programming Policy

Effective date: February 2010
 Revision date: April 2015
 Reviewed by: Associate Director of Public Services