

HIGH PLAINS
LIBRARY DISTRICT
POLICY DOCUMENTS

OCTOBER 2018 UPDATE

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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.

Related Documents

Websites:

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

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

[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 strive for yes.

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: July 2016

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.

Related Documents

Websites:

[Colorado State Library Quick Guide on C.R.S. 24-90-108, 109](#)

Other policies:

Board Member Selection guideline

Procedures:

Board of Trustees Nominations procedure

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.

Related Documents

Websites:

[Colorado State Library Quick Guide on C.R.S. 24-90-108, 109](#)

Policies:

Board Member Selection policy

Procedures:

Board of Trustees Nominations procedure

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 federal 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.

Related Documents

Websites:

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

[Open Records Act FAQ from Ken Salazar, Attorney General, issued July 5, 2001](#)

[Colorado State Library Quick Guide for C.R.S. 24-90-119](#)

Procedures:

Public Records Request procedure

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 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.

Related Documents

Policies:

Service Area definitions
Outreach Service Area definitions
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.

Related Documents

Websites:

[Facilities Master Plan 2013-2022](#)

Policies:

Service Area definitions

Outreach Service Area definitions

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.

Related Documents

Websites:

[Facilities Master Plan 2013-2022](#)

Policies:

Service Delivery statement
Service Area definitions
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.

Related Documents

Policies:

Service Delivery statement
Service Area definitions
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.

Related Documents

Websites:

MyLibrary.us – Types of Cards

Policies:

Circulation policy
Circulation guideline
Colorado Library Card (CLC) rules

Procedures:

HPLD Service Desk Circulation Guide

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.

Related Documents

Websites:

- [MyLibrary.us – Types of Cards](#)
- [MyLibrary.us – Borrowing Terms & Limits](#)
- [MyLibrary.us – Acceptable Forms of ID](#)
- [MyLibrary.us – My Library Card](#)

Policies:

- Service Areas Outside of District
- Circulation policy
- Circulation guideline

Procedures:

- HPLD Service Desk Circulation Guide

Document Review Dates: Colorado Library Card (CLC) Rules

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

COLLECTION DEVELOPMENT

Purpose

The purpose of this policy is to guide staff and inform the public of the principles on which the District bases selection and collection maintenance decisions.

Intellectual Freedom

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*.

Scope of Collection

High Plains Library District regards its physical collection as one shared or “floating” collection that is distributed among the branch locations. When a circulating item is returned to one branch, it is shelved at the library where it is returned.

The collection has an assortment of new and popular materials while retaining depth through a balanced variety of subjects.

Mobile Services collections are housed separately from the general collection and are not shared among branches.

Scope of Online Collection

The online collection reflects diverse viewpoints and needs of our communities. Formats include databases, eBooks, audio eBooks, eMagazines, educational and other downloadable or streaming materials. Duplication of titles amongst different online delivery formats is minimized.

Scope of Special Collections

High Plains Library District purchases and maintain materials on the history of Weld County and Colorado that are of broad appeal and that will be a part of our regular collection.

Genealogical materials are housed in the Genealogy collection located in Greeley, Colorado. This collection is not shared amongst locations.

High Plains Library District promotes access to archival-type materials through partnerships with local and county museums as well as historical and genealogical societies.

Weld County stories are captured in digital audio format via Weldcast. Access to these stories are available through the High Plains Library District website.

Cooperative Networks

The District participates in cooperative interlibrary loan networks, including Prospector and OCLC. This expands the range of materials available to District users while minimizing purchases of lesser used materials.

Collection Development Criteria

Selection Criteria

- Sustained interest
- Price
- Availability
- Library materials budget
- Reputation and qualifications of the author, creator, or publisher of the work, with preference generally given to titles vetted in the editing and publishing industry.
- Space availability
- Local significance of the author, subject or creator of the work
- Suitability of format or physical form for library use
- Textbooks or other curriculum-related materials will be acquired only in subject areas where there is little or no material in any other format or where they substantially add to the collection.
- Availability through resource sharing
- Recommendations for purchase from staff or the public are considered, with criteria noted above being applied

Materials need not meet all criteria to be selected.

For items not purchased, patrons have the option to request through our resource sharing partners or through the District's interlibrary loan service.

Criteria for Withdrawal

The collection is continually refreshed. Items are withdrawn if they meet certain criteria.

- Damaged or poor condition
- Infrequency of use of a particular copy
- Number of copies in the collection exceeds level of demand
- Relevance to the needs and interest of the community
- To create shelf space for newer materials
- Availability elsewhere including other libraries and online
- Out of date or replaced by newer editions

Copyright

High Plains Library District operates within the provisions of the United States copyright laws and corporate licensing agreements.

Guidelines for Authors

The library purchases books published by commercial publishers that fit the library's selection criteria and priorities for selection. The District may also acquire self-published books or e-books when they include content that fits the library's collection and meets our selection criteria.

eBooks must either be available through established eBook partners to be considered for the collection or donated to as a file in EPUB format, along with a signed license agreement.

Selection is based on a positive review in one or more of the major library review journals (Library Journal, Booklist, Publisher's Weekly, etc.) or major local publications like the Greeley Tribune.

The District also gives strong consideration to local authors. They are encouraged to submit works in EPUB format along with the signed license agreement.

Email

Email the Collection Development Department at [HPLD Comments & Suggestions](#) - please include:

- Basic information about the book: title, author, ISBN, publisher, date of publication, number of pages, price.
- Link to the book's website and links to reviews of other coverage in the news media if available.
- Brief description of the book, its intended audience and information about how or where to buy it.

Mail

Please do not send a review copy. Send a flier or promotional materials to:

High Plains Library District
Attn: Collection Resources Manager
2650 W 29th Street
Greeley, CO 80631

Due to the volume of submissions, the District is not always able to notify an author if an item has been added to the collection or not. You may always check our catalog at Mylibrary.us to see if your book is listed.

Review Copies

If a review copy is sent it will not be returned and it is subject to our collection criteria. If it is added to the collection it will appear in our catalog. Materials that are not selected will be repurposed -- resold for fundraising, recycled or put to other uses.

Related Documents

Websites:

- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [American Library Association Library Bill of Rights](#)

Document Review Dates: Collection Development Policy

Effective date: August 2018

Revision date: August 2018

Reviewed by: Collection Resources Manager and Executive Director

Replaces: Collection Development Statement, Collection Selection FAQ, Collection Development Policy, Collection Development Guideline

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.

Related Documents

Other policies:

Meeting Rooms

Procedures:

Alcohol at Events procedure
Employee Handbook—Drugs and Alcohol
Meeting Room and Computer Lab procedures

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.

Related Documents

Other policies:

Gift and Donation policy
Art guideline

Procedures:

Art Accession and Deaccession procedure
Art Accession form
Art Deaccession/Transfer form
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 [C.R.S. 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.

Related Documents

Websites:

[C.R.S. 24-48.5-312 – Art in public places program](#)

Other policies:

Art policy

Gift and Donation policy

Procedures:

Art Accession and Deaccession procedure

Art Accession form

Art Deaccession/Transfer form

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.

Related Documents

Other policies:

- Art policy
- Art guideline
- Displays and Exhibits guideline

Procedures:

- Displays and Exhibits procedure
- Art Accession and Deaccession procedure
- Art Exhibit Application

Document Review Dates: Displays and Exhibits Policy

- Effective date: February 2007
- Revision date: April 2015
- 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.

Related Documents

Other policies:

- Displays and Exhibits policy
- Art policy
- Art guideline

Procedures:

- Displays and Exhibits procedure
- Art Accession and Deaccession procedure
- Art Exhibit Application

Document Review Dates: Displays and Exhibits Guideline

- Effective date: February 2007
- Revision date: April 2015
- Reviewed by: Public Information Manager

Meeting Rooms

Purpose of Meeting Rooms

There are two primary purposes for the meeting spaces of the library:

1. To provide space for library-sponsored activities of interest to the public.
2. As a support of the First Amendment "right of the people to peaceably assemble", a community meeting place for the presentation, discussion, and exchange of information on a wide variety of ideas, especially those that relate to the District's mission of "connecting communities to information, inspiration and entertainment for life." Toward this end, the District rooms are intended to be used without cost.

Library-sponsored Activities

Library-sponsored activities have priority over meetings booked by the public. It is rare, but it may be necessary to revoke a reservation when the room is needed for library purposes.

Open Meetings

All library-sponsored activities are free and open to the public. Library programs are sometimes targeted toward age-appropriate or other specific audiences, such as storytimes.

There is no such requirement for meetings initiated by the public. A meeting can be restricted to select individuals.

Financial Considerations

There is no cost to use the rooms. There are some finance-related issues to be aware of when reserving and using the rooms:

Cost of materials. On occasion, a library-sponsored event may collect funds to cover the cost of materials used, especially when the materials are given to a patron for their use.

Donations. A meeting organizer may charge a fee to attend their event. However, the District requests that 15% of the receipts be donated to the High Plains Library District Foundation, which is used to support programs and services of the District.

Deposits. A \$50 deposit is placed on your library account at the time you check in to use a meeting room. This is to ensure that the room is returned to the original condition. If these conditions are met, the deposit is removed at check out.

There is an additional \$250 deposit if the meeting requires computer and projection equipment. This deposit is removed at check out if there has been no damage. There are no deposits required for online meetings (see section on Online Meetings)

Insurance. If the patron is reserving the meeting room for a program that has some physical risk (yoga for example), the patron should secure their own insurance. That insurance needs to identify the High Plains Library District as an additional insured. Patron needs to provide that and a Waiver of Subrogation to the District.

Account fees. A patron is not restricted from reserving meeting rooms if they have excessive fines on their account, or based on their type of card.

Permitted and Non-permitted Uses

Meeting rooms are available only during normal library hours provided they are not scheduled for library events.

All library facilities are smoke-free zones.

Alcohol use is not permitted. Alcohol may on occasion be allowed when expressly pre-approved by the Executive Director or the Board of Trustees. This exception is further described under Alcohol at Events policy.

No illegal drugs or illegal activities will be allowed on the premises.

As noted elsewhere, a meeting organizer may charge a fee to attend their event. Soliciting or peddling to participants outside the rooms is not permitted.

Interfering with the ability of patrons and staff to use the library is prohibited. This would include, for example, approaching patrons to persuade them to come to a meeting.

The District will deny use to groups that, in the judgment of the District representative, have as their purpose to advance any doctrine or theory subversive to the Constitution; laws of the United States, or State of Colorado; or that advocate social or political change by force or violence.

Permission to use 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.

Computer software and hardware is to be used in its current state. No add-ons are allowed. Use of flash drives is permitted. Patron computers can be connected to the District projection system.

Reservations

Reserving a meeting room requires (1) having a High Plains Library District library card and (2) creating an account on the District's "Spaces" program. Patrons wishing to reserve a room who do not have a library card can create a temporary card by calling the District's Virtual Library at 1-888-861-7323. This library card does need to be made permanent when the patron comes in for their meeting.

To assist library staff in responding to questions about your event, please include the name of the sponsoring organization and contact information.

The person reserving the room is required to check in at the service desk with their library card prior to the start of their meeting. If another person in your group wishes to assume the reservation, they must have a valid library card and be willing to accept responsibility for the room deposit.

A room reservation will not be held beyond 30 minutes of the scheduled start time.

Frequency of Use

A room can be requested up to 45 days in advance of today's date.

There can be up to 10 active reservations within the 45-day period.

Rooms may not be scheduled for any ongoing, regularly scheduled meetings/events, except for a series of sessions that are part of one event.

Room Maintenance and Supplies

Library staff will place tables, chairs and equipment in the room. Room set up is done by the group using the room and must be returned to original condition when the meeting is over.

Library staff can provide some level of support and answer questions about how to use the equipment. Patrons are expected to have some level of familiarity with how to use computers and projection equipment.

The library provides 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 or individuals using the room.

Courtesies to Staff and Patrons

Allow at least 10 minutes before the library closes for room inspection and check out.

When cancelling a meeting, please contact the library immediately. This is so that other patrons can reserve the room.

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.

Study Rooms

Study rooms are available on a first-come, first-served basis during regular library hours.

Study rooms must be vacated before the library closes.

Reservable study rooms can be reserved for a maximum of two hours. If no one is waiting to use it, the time can be extended.

Online Meetings

The District has a service to allow online meetings. To use the online meeting option, the patron needs to have an HPLD library card, a computer with an internet connection, a microphone-in and audio-out.

Non-residents

Individuals who do not reside within the High Plains Library District boundaries can reserve and use District meeting rooms. It is necessary that they obtain an HPLD library card.

Minors

An adult (age 17 and over) must be present while the meeting room is in use.

There is no age restriction on who may *reserve* a meeting room.

Study rooms are available to all ages. For children (under age 12), a parent must be present in the library.

Related Documents

Websites:

[MyLibrary.us – Meeting Rooms](#)

[MyLibrary.us – Online meeting room FAQ](#)

Other policies:

Alcohol at Events policy

Soliciting, Petitioning and Fundraising policy

Procedures:

Meeting Rooms procedure

Alcohol at Events procedure

Document Review Dates: Meeting Rooms

Effective date: October 2018

Revision date: October 2018

Reviewed by: Associate Director of Branch Services

Replaces: Meeting Room, Study Room and Computer Lab Policy; Meeting Room, Study Room and Computer Lab guidelines; Meeting Room and Computer Lab rules

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.

Related Documents

Websites:

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

Procedures:

Posting and Distribution procedures

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.

Related Documents

Other policies:

Confidentiality policy

Procedures:

On-Site Recycling procedure

Document Review Dates: Recycling Policy

Effective date: April 2007

Revision date:

Reviewed by: Maintenance Supervisor

Security and Safety

High Plains Library District will strive to take reasonable measures to deliver a safe and secure experience for patrons and staff and to protect materials in District facilities.

Safety and Security Measures

Measures include, but are not limited to:

- Requesting adjustment to behaviors to meet reasonable expectations for a library environment and community norms.
- Removing persons from facilities due to causing a disturbance to others.
- Use of security cameras.
- Working with local law enforcement concerning criminal actions or affecting the library, its collection, staff or patrons.

Related Documents

Other policies:

Patron Rights and Responsibilities statement
Security Cameras
Service Animals

Document Review Dates: Security and Safety

Effective date: October 2018
Revision date: October 2018
Reviewed by: Associate Director of Branch Services
Replaces: Safety and security policy and guideline

Security Cameras

The District seeks to strike a balance between guarding patron privacy while ensuring reasonable standards of safety and security. The District's primary objective in using security cameras is to protect the safety and security of patrons and staff. Property is a secondary concern.

Conditions on Use

- Pursuant to C.R.S. § 24-90-119, the public is prohibited from viewing security camera footage that contains personally identifying information about library users. Under this statute, there are limited circumstances under which this information will be disclosed. If the Executive Director receives a request from the public to inspect security camera footage, the requestor will be advised as to whether they qualify for any of the listed exceptions. Images are subject to Colorado Open Records Act (CORA) C.R.S. § 24-72-200.5 *et seq.*
- Security cameras are not monitored continuously by library staff.
- Security cameras will not be placed in areas where there is a reasonable expectation of privacy.
- Security cameras are not positioned to intentionally identify a person's reading, viewing, or listening activities.
- Only library staff who have designated authority can access security camera information.
- For cases initiated *by the District*, whether human safety or property concerns, the Executive Director or designated staff may provide security camera information to law enforcement.
- For cases initiated *by law enforcement* involving urgent human safety or criminal concerns, the Executive Director or designated staff *may* provide security camera information to law enforcement without requiring a warrant.
- For cases initiated *by patrons or law enforcement agencies*, the Executive Director or designated staff may provide security camera information to law enforcement when presented with a legal warrant, court order or subpoena stating the time and location.
- For cases initiated by the *Federal Bureau of Investigation (FBI)* under the Foreign Intelligence Surveillance Act (FISA), only the Executive Director can approve a request, or an Associate Director in absence of the Executive Director. Staff contacted cannot discuss any information about the request, except with those who are necessary to obtain the requested security camera information.
- Images may be shared with other library staff to identify person(s) who have been suspended and to take appropriate action based thereon.

- Security camera footage shall be retained pursuant to requirements promulgated by the State of Colorado. This retention period may be enlarged or shortened at the direction of legal counsel or as required by law.

Personal Responsibility

The use of security cameras by the District does not supplant the requirement for patrons and staff to exercise personal responsibility as it pertains to their own safety and the security of personal property. Security cameras will not be monitored on a continual basis, and should not be relied upon to prevent, detect, or deter criminal or mischievous behavior. High Plains Library District is not responsible for loss of property or personal injury.

Related Documents

Websites:

[Colorado State Library Quick Guide for C.R.S. 24-90-119](#)
[Colorado Open Records Act \(CORA\) 24-72-200](#)

Other policies:

Patron Rights and Responsibilities statement
Security and Safety
Confidentiality policy

Procedures:

Security Cameras
Confidentiality procedures

Document Review Dates: Security Cameras

Effective date: October 2018
Revision date: October 2018
Reviewed by: Associate Director of Branch Services
Replaces:

Service Animals

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

Service Animal Defined

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

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

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

Requirements Concerning Service Animals

According to ADA, library staff has the right to ask the animal's handler two questions: (1) "is the dog a service animal?" and (2) "what work or task has the dog been trained to perform?"

The handler is not required to provide documentation about the service animal or to prove a disability. Service animals are not required to be licensed or certified, or to be identified by a special harness or collar.

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

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

Conditions for Removing a Service Animal

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

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

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

Related Documents

Websites:

[Frequently Asked Questions about Service Animals and the ADA](#)
[ADI Minimum Standards and Ethics](#)

Other policies:

Patron Rights and Responsibilities statement
Security and Safety

Procedures:

Service Animals procedure

Document Review Dates: Service Animals

Effective date: August 2018
Revision date: August 2018
Reviewed by: Associate Director of Branch Services
Replaces: N/A

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.

Related Documents

Procedures:

Employee Handbook – Smoking

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.

Related Documents

Other policies:

Meeting Rooms

Posting and Distribution policy

Procedures:

Posting and Distribution procedures

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.

Related Documents

Websites:

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

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

[C.R.S. 18-12-106 – Prohibited use of weapons](#)

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

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

Other procedures:

HPLD Safety Manual

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.

Related Documents

Procedures:

Contract Service Renewal procedure

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.

Related Documents

Procedures:

Accounts Payable procedure

Signature Authority procedure

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.

Related Documents

Websites:

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

Other policies:

High Plains Library District Investment Policy 2012

Procedures:

Financial Assets procedure

Document Review Dates: Financial Assets Policy

Effective date: October 2006

Revision date: February 2013

Reviewed by: Finance Director; Executive Director

Replaces: Investment Policy

Fines and Fees

The High Plains Library District does not charge *finer* for overdue materials. This practice is in accordance with studies that have shown that fines are not effective in the return of materials.

Exceptions to this policy are specialty checkout items (laptops, mobile hotspots, telescopes for example) and interlibrary loans. The District does charge the *replacement cost* for items returned after 42 days. A detailed list of fines and fees is shown below:

Fines

Specialty Checkout	\$20.00 per day
Interlibrary Loan Items	\$1.00 per day with a maximum of \$30.00

Fees

Lost item (or returned after 42 days)	List price
Damaged item	Assessed based on damage and impact on future use
Lost Prospector item	Price estimate from Amazon
Collection agency	\$5.00 for balances \$10.00 to \$24.99 \$10.00 for balances above \$25.00
Replacement Library Card	\$1.00
Flash drives	\$6.00

Notes:

No refunds are given on lost items found after payment has been made.

Printing and Copying

Each library card receives 200 free printing credits per month.

Each black and white 8.5 x 11 page (one side) counts as 1 credit

Each color 8.5 x 11 page (one side) counts as 5 credits

Interlibrary loan photocopies	No charge up to 50 pages
	\$.10 per page above 50 pages
	\$.25 per page color above 50 pages

Notes:

There is no charge for faxed or “scan to email” items.

Related Documents

Websites:

[MyLibrary.us – Fines and Fees](#)

[MyLibrary.us – Borrowing Terms & Limits](#)

Procedures:

Fines and fees talking points

Debt Collect letters

Debt Collect notifications

Document Review Dates: Fines and Fees

Effective date: October 2018

Revision date: October 2018

Reviewed by: Associate Director of Branch Services

Replaces: Fines and Fees list 2018

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.

Related Documents

Other policies:

Member Project Funding guideline

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.

Related Documents

Websites:

[Colorado Public Library Standards](#)

Other policies:

Member Project Funding policy

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.

Related Documents

Other policies:

High Plains Library District Foundation Role policy

Procedures:

High Plains Library District Foundation Role procedure

High Plains Library District Foundation and Library Relationship procedure

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.

Related Documents

Other policies:

High Plains Library District Foundation Establishment

Procedures:

High Plains Library District Foundation and Library Relationship procedure

High Plains Library District Foundation Role procedure

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.

Related Documents

Other policies:

Gift and Donation guideline

Art policy

Procedures:

Gift and Donation procedure

Art Accession and Deaccession procedure

Art Accession form

Art Deaccession/Transfer form

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."

Related Documents

Other policies:

Gift and Donation policy

Art policy

Procedures:

Gift and Donation procedure

Art Accession and Deaccession procedure

Art Accession form

Art Deaccession/Transfer form

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.

Related Documents

Other policies:

Confidentiality policy

Procedures:

Publicity procedure

Photo/Video Release procedure and Publicity Release form

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.

Related Documents

Other policies:

Public Information policy

Programming policy

Procedures:

Sponsorship procedure

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.

Related Documents

Websites:

[Colorado State Library Quick Guide for C.R.S. 24-90-119](#)
[USA PATRIOT Act](#)

Other policies:

Confidentiality guideline
Public Information policy

Procedures:

Confidentiality procedure
Photo/Video Release procedure and Publicity Release form
Publicity procedure

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.

Related Documents

Websites:

[Colorado State Library Quick Guide for C.R.S. 24-90-119](#)
[USA PATRIOT Act](#)

Other policies:

Confidentiality policy
Public Information policy

Procedures:

Confidentiality procedure
Photo/Video Release procedure and Publicity Release form
Publicity procedure

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.

Related Documents

Websites:

[Federal Trade Commission Red Flags Rule](#)

Other policies:

Circulation policy
Circulation guideline
Confidentiality policy
Service Delivery statement

Procedures:

HPLD Service Desk Circulation Guide
Identity Theft procedure

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.

Related Documents

Websites:

[Federal Trade Commission Red Flags Rule](#)

Other policies:

Circulation policy

Circulation guideline

Confidentiality policy

Service Delivery statement

Procedures:

HPLD Service Desk Circulation Guide

Identity Theft procedure

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.

Related Documents

Websites:

- [MyLibrary.us – Types of Cards](#)
- [MyLibrary.us – Borrowing Terms & Limits](#)
- [MyLibrary.us – Acceptable Forms of ID](#)

Other policies:

- Circulation guideline
- Colorado Library Card (CLC) rules
- Service Areas Outside of District

Procedures:

- HPLD Service Desk Circulation Guide
- Interlibrary Loan Circulation procedures

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.

Related Documents

Websites:

- [MyLibrary.us – Types of Cards](#)
- [MyLibrary.us – Borrowing Terms & Limits](#)
- [MyLibrary.us – Acceptable Forms of ID](#)

Other policies:

- Circulation policy
- Colorado Library Card (CLC) rules
- Service Areas Outside of District

Procedures:

- HPLD Service Desk Circulation Guide
- Interlibrary Loan Circulation procedures

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.

Related Documents

Websites:

- [Children’s Internet Protection Act \(CIPA\)](#)
- [Colorado State Library Quick Guide for C.R.S. 24-90-601](#)

Other policies:

- Patron Rights and Responsibilities statement
- Internet Use guideline
- Internet Use rules
- 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 [Policies and 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.

Related Documents

Websites:

- [Children's Internet Protection Act \(CIPA\)](#)
- [Colorado State Library Quick Guide for C.R.S. 24-90-601](#)

Other policies:

- Patron Rights and Responsibilities statement
- Internet Use policy
- Internet Use rules
- 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.

Related Documents

Websites:

[Children’s Internet Protection Act \(CIPA\)](#)

[Colorado State Library Quick Guide for C.R.S. 24-90-601](#)

Other policies:

Patron Rights and Responsibilities statement

Internet Use policy

Internet Use guideline

Internet (Wireless) Access guideline

Document Review Dates: Internet Use Rules

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.

Related Documents

Websites:

[Children's Internet Protection Act \(CIPA\)](#)

[Colorado State Library Quick Guide for C.R.S. 24-90-601](#)

Other policies:

Patron Rights and Responsibilities statement

Internet Use policy

Internet Use guideline

Internet Use rules

Document Review Dates: Internet (Wireless) Access Guideline

Effective date: February 2007

Revision date: March 2011

Reviewed by: Executive Director

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.

Related Documents

Websites:

[Proctoring Request Form](#)

Other policies:

Proctoring guideline

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 [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.

Related Documents

Websites:

[Proctoring Request Form](#)

Other policies:

Proctoring policy

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.

Related Documents

Other policies:

Sponsorship policy

Procedures:

Programming procedure

Document Review Dates: Programming Policy

Effective date: February 2010

Revision date: April 2015

Reviewed by: Associate Director of Public Services