

HIGH PLAINS
LIBRARY DISTRICT

POLICY MANUAL

JUNE 7, 2021

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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.

Policy History	Definitions
2013 – Feb 18	New.
Reviewed by	Patron Experience Specialist

THE POLICY PROCESS

Policies and procedures of the District originate from several sources. The most common source is District staff, in response to an observed need for direction in a particular area. They may also be requested by the Board or the Executive Director.

Policies and procedures are regularly reviewed to ensure that there is alignment with actual practice. When practice differs, either the policy or procedure is changed to reflect actual practice, or the practice is rectified to abide by the policy or procedure.

Distinction between policy and procedure

The Board of Trustees sets the policies of the District. A policy is a statement of the organization's position or direction in some particular area of operations or services. All policies require approval by the Board of Trustees. The audience for a policy is the public.

Procedures provide the instructions and details of how a policy of the Board is to be applied. Procedures are written by staff and do not require Board approval. The audience for procedures is District staff.

Stages of policy and procedure development

There are ten stages in developing policies and procedures. Not every policy or procedure requires all ten stages, depending on the subject matter. The Patron Experience Specialist is responsible for overseeing and managing the process. These stages are as follows:

- **Initial scan.** This stage consists of a scan of all information and documents pertaining to the topic that can be found on the District's website (MyLibrary.us) and the staff internal network (MyHighPlains).
- **Organizing.** This stage consists of arranging all of the information discovered. This stage is intended to capture any aspects of the issue that need to be addressed.
- **Research.** This stage explores different approaches that have been used to address the issue in question. It may involve an examination of how other libraries have addressed an issue, for example. It often entails examining emails and communications among staff concerning the issue. This stage may also identify other aspects of the issue that need to be addressed.
- **Writing or updating.** In this stage, the initial draft of the policy and/or procedure is written. It may involve rewriting of an existing policy or procedure.
- **Review and approval.** After the initial draft is written, it is reviewed by various other groups and individuals, depending on the topic.

Library Managers and Patron Services Supervisor (PSS) groups. Since most policies and procedures involve direct public service, these two groups are the most frequently involved in review, discussion, and amendment of draft policies and procedures. This group includes the Associate Director of Public Services.

District Support Staff. This includes the Executive Director and staff that report to the Executive Director. This includes Managers of the following departments: Human Resources, Finance, Community Relations and Marketing, Community Engagement and Strategies, Information Technology, Collection Resources, Foundation and the Associate Director of MOVE. They are

consulted if a policy or procedure will impact their department, or if there is some aspect that requires their expertise.

Attorney. The District’s attorney is consulted if the policy or procedure has some legal aspect or requires legal interpretation.

Board Governance Committee. All policies are reviewed by the Board of Trustees Governance Committee before coming to the full Board. This group may or may not make changes to the policy; their usual role is to identify and discuss those aspects of the issue that should be highlighted, and possibly changed, in the presentation to the Board.

Board of Trustees. All policies must be approved by the full Board. The Board may request amendments to the draft policy that is presented by staff.

- **Formatting.** In this stage, the approved policy or procedure is formatted to be consistent with the structure of the Policy or Procedure manual. All website links are checked to be sure they are accurate and functional. The policy or procedure is then inserted into the respective manual.
- **Communicating the change.** When the policy or procedure has been adopted and inserted in the manual, District staff is notified of the new policy and/or procedure. This typically consists of an announcement that appears on MyHighPlains.
- **Coordinating with website.** This is a second scan of the MyLibrary.us website. Information on the website is changed to be consistent with the policy or procedure amendments.
- **Coordinating with MyHighPlains.** This is a second scan of the MyHighPlains network. The purpose is to identify any drafts or outdated information concerning the policy or procedure and remove it or archive it to eliminate confusion as to what information is authoritative.
- **Closing out.** This stage consists of going through a checklist to make sure that all of the stages have been completed.

Policy History	Process
2021 – Jan 18	New. Outlines the stages of developing, approving and posting policies and procedures of the District.
Reviewed by	Patron Experience Specialist

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 High Plains Library District 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 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](#)

Policy History	High Plains Library District introduction
1991 – July	Earliest known fragment appears in section “General Policies.”

2002 – Nov	Revised. Appears in section “Weld Library District” and “Weld Library District General Policies.”
2007 – Feb 19	Revised and expanded. Retitled “Introduction.”
2010 – Feb 15	Revised to clarify legal status of District.
2011- Mar 21	Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs).
2014 – Mar 17	Adds that the District operates in compliance with Federal and state statutes.
Reviewed by	Executive Director

Mission statement

Helping build Community

Policy History	Mission statement
1991 – July	Earliest known version. Includes mission, goals, general policies.
2007 – Feb 19	Revised wording. Titled “Mission.”
2009 – Feb	Retitled “Mission Statement.” Replaces former mission with “Connecting communities to information, inspiration and entertainment for life.”
2020 – June 15	Replaces former mission statement with “Helping Build Community.”
Reviewed by	Executive Director, Board of Trustees, Community Relations and Marketing Manager

Vision statement

High Plains Library District gives access to answers for every question.

Policy History	Vision statement
2007 – Feb 19	New. Titled “Vision.” Includes sections on Our Patrons, Our Facilities and Equipment, Our Staff, Our Community.
2009 – Feb	Revised. Retitled “Vision Statement.” Shortened significantly to “To build a solid reputation, increase overall participation and unite residents by being so connected to our communities that the library: <ul style="list-style-type: none">• 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
2020 – June 15	Revised to “High Plains Library District gives access to answers for every question.”
Reviewed by	Executive Director, Board of Trustees

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.

Policy History	Values and Principles statement
2007 – Feb 19	New. Titled “Values and Principles.” Nine paragraphs of narrative description of values and principles.
2009 – Feb	Retitled “Values and Principles Statement.” In the 2007 Policy Manual, these were the “Vision.”
Reviewed by	Executive Director, Board of Trustees

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.

Policy History	Operating Principles for Staff
2009 – Feb	New.
2012 – Feb 12	Does not appear in this edition.
2018 – Oct 15	Revised. “We never say no” replaced with “we strive for yes.”
Reviewed by	Executive Director

Public Statements policy

Freedom of expression is the cornerstone of American society. Individuals, organizations, and corporations are free to publicly state their thoughts or positions.

Public libraries are different. *Protecting* freedom of expression is the cornerstone of public libraries. Stated another way, the stand of libraries is for *freedom of expression*. This limits board and staff from expressing a stand for *one point of view*. The implication is that the Board of Trustees and District staff must consider carefully whether and when to make a statement on matters of public concern.

The Board's Ethics Policy

Each member of the Board of Trustees of the High Plains Library District signs an Ethics Policy. They are guided by and adhere to the ethics policy. The ethics policy addresses non-discrimination, prohibition from using their office to obtain privileges or advantages for themselves, not being swayed by partisan interests, or by public pressure or fear of criticism. It also states Trustees must distinguish clearly in their actions and statements between personal philosophy and those of the District. Within the parameters of the Ethics Policy, the Board considers whether to make a public statement in the following areas.

Policy decisions

The Board of Trustees sets the policies of the District. Every policy is a statement of the organization's position and direction concerning a matter of public concern. What sets these apart from other public issues is that they address how the organization will conduct the business of the District with an explanation of the reasoning.

Elections and ballot issues

The Board will not make a statement for or against the election of any candidate, as being a partisan interest. The Board will make a statement only on those ballot issues that have an impact on the welfare of the District, positively or negatively, and with particular regard to financial impacts. The Board will not make a statement on bond issues of other organizations.

Health and safety issues

The Board may make statements on matters that affect public health or safety, and in particular the health and safety of library patrons and staff.

Social issues

This area presents the greatest challenge to a Board because libraries are an integral part of the life of the *community and society*. Social issues are those most apt to have the strongest opposing viewpoints. As noted earlier, the role of the library is to protect freedom of expression *by all parties* without itself expressing a stand for *one point of view*.

These issues are those most apt to place the Board at risk in violating its Ethics Policy, such as being swayed by partisan interests, public pressure, fear of criticism, and personal philosophy.

In general, the Board will make statements on social issues only when they address the *organization* itself.

Considerations for policies or public statements

This section is a series of questions to assist the Board in determining whether to issue a public statement. The Board may choose to appoint an ad hoc committee to apply these considerations and present a recommendation to the Board.

- Does making a policy or public statement protect the freedom of expression for the whole community?
- Does making a policy or public statement appear to be taking a stand for one point of view?
- Could this policy or public statement be construed as violating the Board's Ethics Policy?

- Is this policy or statement necessary to convey to the public how the District will operate?
- Should this take the form of a policy or public statement, or something else?
- Is this a statement about the *organization*, or a statement about the *community*?
- Is this a statement about another organization?
- Is this an issue affecting public health or safety?
- Are statements by federal, state or local law or regulatory agencies sufficient expression, or is a policy or statement needed for how the District interprets and applies the law?
- What is the compelling need for this policy or public statement?

Related documents

Websites:

- [Board of Trustees Ethics Policy](#)
- [Board of Trustees Page](#)

Other policies:

Collection Development – Intellectual Freedom

Policy History	Public Statements
2020 – Dec 7	New. The Board of Trustees makes most public statements through policies. This policy was developed at request of the Executive Director and Board to assist in determining when and if it’s appropriate to make <i>other</i> public statements concerning issues such as elections and ballot, health and safety and social issues.
Reviewed by	Executive Director, Board of Trustees

Patron Rights and Responsibilities statement

Rights

The library is for everyone’s enjoyment. The High Plains Library District supports the rights of each individual to:

- A clean, comfortable, safe and pleasant environment
- Free and equal access to information
- Friendly, courteous and respectful service

- Privacy for patron records and use of the library except for instances detailed in Colorado Revised Statute 24-90-119
- Use of the library without discrimination
- Use of the library undisturbed without threat of harm, invasion of property, or interference

Security and safety

High Plains Library District will take necessary measures to protect the patron's right of access, ensure the safety of patrons, staff, and materials in District facilities. Measures include, and are not limited to:

- Requesting adjustment to behaviors to meet reasonable expectations of staff and community norms
- Removing persons from facilities due to causing a disturbance to others. Removal may range from leaving for the day to permanent suspension
- Using monitoring devices in locations for safety and theft concerns
- Working with local law enforcement to handle situations as deemed necessary
- The library is not a place of refuge from law enforcement after being accused of committing an illegal act. Library staff will contact the police if the situation occurs.

Unacceptable use

Unacceptable use of the High Plains Library District includes and is not limited to:

- Activities that present health or security risks
- Assuming the identity of another person without the explicit authorization of the other person
- Copyright Law or license violations
- Damage or alteration of library property, including and not limited to books and other library material; the physical building; software or hardware components of a local or remote computer or computer systems and/or use of programs that infiltrate a computer or computer systems
- Disruption of the normal flow of operations
- Illegal or criminal activities, including the Library District's electronic resources
- Interference with the use or enjoyment of the library by others
- Viewing of visual materials that might be considered offensive to others in a public area

Suspension

If, after being informed of acceptable behavior and use of the library, a patron continues to engage in any of the above actions, suspension from the library, loss of library privileges, removal from the library and/or criminal prosecution or other legal action may result.

- Suspensions for two months or more may be appealed by writing a letter to the Executive Director explaining the reasons for appealing the suspension.
- The Executive Director will respond within 30 days with the decision to uphold the suspension or approve the appeal.

Children

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

- Children 12 years of age and younger always need to be with a responsible person in all areas of the library.
- At the discretion of a parent/guardian, children older than 12 may use the library, unaccompanied, for a reasonable length of time. Library-appropriate behavior is expected.
- Parents/guardians, not library staff, are responsible for the safety and behavior of their children at all times while using the library.
- Parents/guardians will be notified of disruptive behavior. In the event children are still on library premises after closing and parents/guardians cannot be reached to pick them up, the local Police will be called.

Related documents

Websites:

[24-90-119 – Privacy of User Records](#)

Other policies:

- Internet Use policy
- Meeting Rooms policy
- Security Cameras policy
- Service Animals policy
- Smoking policy
- Soliciting, Free Speech and Fundraising Activities policy
- Weapons policy

Procedures:

- High Plains Library District Safety Manual
- Suspension of Services procedure

Policy History	Patron Rights and Responsibilities statement
2002 – Nov	Earliest known version. Titled “Patron Rights and Responsibilities.” Also includes “Statement of Responsibility Regarding Children in the Library.”
2004 – Apr	Revised. The statement on children which was separate in 2002 version is now incorporated into this policy.
2007 – Feb 19	Revised. Some of the 2004 version remains, but the section is significantly expanded.
2009 – Feb	Title changed to “Patron Rights and Responsibilities Statement.”
2010 – Feb 15	Added “Security Policy and Guideline.” Added statement that library is not a refuge from law enforcement.
2011 – Mar 21	Retitled “Security Policy and Guideline” to “Safety and Security Policy and Guideline.”

2012 – Feb 12	Revised. Eliminated specific examples of assuming identity of another person without authorization.
2019 – Sept 16	Revised. Significantly rearranged and combined policies; added information on suspensions, appeal of suspension, suspension of minors
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

GOVERNANCE

Governance policy

Colorado Library Law

The High Plains Library District is subject to Colorado Revised Statutes [C.R.S.-24-90-101 to 119](#) commonly called “Colorado Library Law.”

A library district is one of four types (municipal, county, joint library or library district) of public libraries permitted under the law. Key sections of the law pertaining to establishment, funding, dissolution and trustee powers and duties are as follows:

- C.R.S. 24-90-103 Definitions
- C.R.S. 24-90-106 Participation of existing libraries in the formation of new libraries
- C.R.S. 24-90-106.3 Inclusion of a governmental unit into an existing library district procedure
- C.R.S. 24-90-106.5 Establishment or removal of a municipal library in an existing county library or library district
- C.R.S. 24-90-107 Method of establishment (of a municipal, county, joint library or a library district)
- C.R.S. 24-90-108 Board of trustees of public libraries
- C.R.S. 24-90-109 Powers and duties of board of trustees
- C.R.S. 24-90-112 Tax support – Elections
- C.R.S. 24-90-112.5 Issuance of bonds
- C.R.S. 24-90-113.3 Contract to receive library service
- C.R.S. 24-90-114 Abolishment of libraries
- C.R.S. 24-90-116 Existing libraries to comply

Structure

The High Plains Library District was formed in 1985 and has a governance structure that is unique in the state of Colorado. The District consists of *branches*, governed by one executive director and one board of trustees. It also includes *member libraries*, each of which have their own board of trustees and director. The governing authority of a member library receives funds according to a formula established when the District was created. A portion of the tax generated from the member service area is retained by the District for the purpose of district-wide services.

Definition of District

Because of this structure, the term “District” is used in different ways. It often refers to the administration and board. It sometimes refers to the branches and outreach services. Or it can refer to all of the entities involved – administration, branches, outreach and member libraries.

Board representation

The geographic area of the High Plains Library District is divided into the following regions, and each has its own representative on the Board of Trustees. Trustees serve a maximum of two terms, four years each. A trustee’s term expires on December 31.

Region 1 – Erie, Frederick, Firestone

Region 2 – Gilcrest, Fort Lupton, Hudson, Keenesburg, LaSalle, Lochbuie

Region 3 – Berthoud, Johnstown, Mead, Milliken and Platteville

Region 4 – Greeley, Evans, Garden City

Region 5 – Ault, Eaton, Nunn, Pierce, Carr, Rockport, Lucerne

Region 6 – New Raymer, Kersey, Grover, Galeton, Briggsdale, Buckingham, Keota, Masters, Deerfield, Barnesville, Hardin

At large representative

Board member selection

The *selection committee* for the High Plains Library District Board of Trustees does not correspond to the *regions* of the District. The selection committee consists of one elected official from the governmental entities that established the District: Town of Eaton, Town of Ault, City of Greeley, Town of Hudson, Weld County Commissioners. The City of Fort Lupton and RE-8 (Fort Lupton) Board of Education collectively send one elected official. The City of Evans was added as one of the establishing entities in 2017 as part of a settlement between the District and member libraries. The details of the nomination process are spelled out in the bylaws of the Board, noted below.

Board bylaws

The Board of Trustees adheres to the Ethics Policy and Bylaws which conform to C.R.S. 24-90-108 and 109. The bylaws, as well as other documents pertaining to the Board of Trustees can be found on the MyLibrary.us website at [MyLibrary – Board of Trustees page](#).

Related documents

Websites:

[C.R.S. 24-90-101 to 119 – Colorado Library Law](#)

[Colorado Library Law Quick Guide for C.R.S. 24-90-101 et seq.](#)

[Bylaws of the Board of Trustees 2019](#)

[MyLibrary.us – Board of Trustees](#)

Policies:

- Service Delivery statement
- Service Area definitions
- Outreach Service Area definitions

Policy History	Governance
1991 – July	Earliest known version. Titled “Government of the Weld Library District.”
2002 – Nov	Revised. Shortened to indicate the source of District’s authority.
2007 – Feb 19	Titled “Governing of the Weld Library District” but the text is same as 2002 version.
2009 – Feb	Retitled “Governance Statement” but the text is same as 2002 version.
2021 – May 17	Expanded significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and bylaws and responsibilities of the Board of Trustees.
Reviewed by	Executive Director, Board of Trustees

Open Records Requests

High Plains Library District is committed to the principle of openness and accessibility. As such, the District commits to fulfill every request for public records as efficiently and expeditiously as possible and within the requirements established by the [Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#), and the minimum requirements set forth by the [Colorado State Archives Special Districts Records Management Manual](#).

The following procedures are intended to facilitate requests for public records responsibly and efficiently, to maintain the integrity of the District's records, and to engage effectively with the public. This policy is therefore subject to the District’s legal counsel.

Requests for public records

Requests will be processed by the Office of the Executive Director, who is the designated custodian of records. General emails to the District or inquiries made on the District’s social media sites will not be treated as open records requests pursuant to CORA. When practicable, open records requests should be submitted in writing or made via the District’s [Open Records Request Form](#), which is available on the High Plains Library District website.

Prior to submitting a records request, please check the District website to determine whether the records sought are already available online.

All requests must contain the following information:

- The name and preferred contact information for the requesting party.

- A description of the records sought. (Please describe as specifically as possible, including applicable date ranges and source of information, if known.)
- Preferred method of delivery (email, regular mail, in-person inspection, etc.).

Responses to requests

The Office of the Executive Director is responsible for responding to the requesting party in a timely manner. Responses will be provided in the format in which the documents are maintained whenever legally, technologically, or practically feasible. The requesting party will be notified if the requested documents are not available, reside with another agency or if the records are not covered by CORA.

Responses to requests will include information currently in the possession of the District. Responses to requests will not routinely include the restoration of the District systems that may be available on backup tapes or other means of disaster recovery. Additionally, responses to requests will not routinely include data that is automatically created, stored, or retained on an individual computer or on network equipment or servers, such as email metadata that is not otherwise imprinted or stored as part of the visible content of an email message, logs, web traffic statistics, browser cookies, browser cache, server logs, browser history, or firewall logs.

If review of original documents is requested, the records custodian may impose certain procedures to protect the integrity of the public record, including supervision by a District employee within the area where the records are stored and/or maintained. The records custodian may also establish a designated area or schedule for a particular time of day so as to not unduly disrupt the day-to-day activities of that specific office or department.

Requests received after the close of business will be considered to be received on the next business day.

The District will comply with the reasonable response timelines set forth in CORA. Every attempt will be made to fulfill open records requests within three (3) working days. If the request cannot be filled within three working days, the requestor will receive notice from the records custodian that additional time, up to seven (7) working days, will be necessary.

The District will only produce documents, within their possession, as permitted by CORA and those which do not exceed the minimal standards set forth by the [Colorado State Archives Special Districts Records Management Manual](#). Documents that are prohibited from Disclosure under CORA will not be released, including but not limited to:

- [C.R.S. §24-72-204\(3\) \(a\) \(V\)](#) Library and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of such contributions.
- [C.R.S. §24-72-204 \(3\) \(a\) \(VII\)](#) Library records disclosing the identity of a user as prohibited by section [24-90-119](#).

Fees charged

High Plains Library District seeks to meet public information requests in the most economical fashion possible. The fees charged by the District will be consistent with the provisions of CORA.

Standard fees for records requests include copy charges, research and retrieval time, and actual costs associated with fulfilling the request. Research and retrieval time may include, but is not limited to: actual costs involved in the gathering of documents, costs associated with specialized IT support, and staff time

required to research, locate, retrieve, and review records, and create or run records in electronic or digital format. The nature of the request dictates the potential fees and costs incurred.

Pursuant to [C.R.S. §24-72-205\(6\)](#) there is no charge for the first hour of time for research and retrieval of records.

Copies	
8.5" x 11"	25¢ per page
11" x 17"	25¢ per page
Greater than 11" x 17"	Actual cost of reproduction + research and retrieval time

Electronic Copies on CD	
If the record exists in electronic	\$2 per CD + research and retrieval time
If the record has to be scanned	\$2 per CD + research and retrieval time
If the record has to be printed and scanned	\$2 per CD + research and retrieval time + paper conv fee
BOCC Study Sessions or other audio recordings	\$2 per CD + research and retrieval time

PDF Records Sent Via Email	
If the record exists in electronic format	Research and retrieval time
If the record has to be scanned to PDF	Research and retrieval time
If the record has to be printed and scanned to PDF	Research and retrieval time + paper copy fee

Research and Retrieval	
One hour or less	\$0
More than one hour	\$33.58

Mailing Expenses	
Mailing expenses	Actual cost

Deposits

If the fulfillment of a request is likely to incur fees in excess of \$30.00, the records custodian will attempt to provide the requesting party with an estimate of the likely fees to be generated in fulfilling the request. High Plains Library District may require payment of the estimated fees prior to any staff time being expended on responding to the request. Requesting parties will be responsible for any actual costs incurred in excess of the deposit and will be reimbursed for any estimated costs that are not actually incurred.

Related documents

Websites:

- [Colorado Open Records Act \(CORA\) C.R.S. §24-72-201 et seq.](#)
- [Colorado Library Law – Privacy of User Records C.R.S. §24-90-119](#)
- [Colorado State Archives Special Districts Record Retention Manual](#)
- [High Plains Library District Open Records Request Form](#)

Procedures:

- Open Records Request procedure
- Service Areas

Policy History	Open Records Requests
2014 – Mar 17	New. Titled “Public Records Request Guideline.”
2015 – Apr 24	Revision. Adds sentence connecting state laws to federal laws; adds language to indicate amount of research time spent before assessing a fee.
2019 – Mar 18	Revision. Retitled “Open Records Requests.” Rewrite of 2014 version, much expanded to include requests, responses, fees charged, deposits.
Reviewed by	Executive Director

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

Procedures:

- Facilities Master Plan 2019

Policy History	Service Delivery statement
1991 – July	Earliest known version. Has section on Branch Libraries.
2009 – Feb	Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.
2011 – Mar 21	Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services.
2012 – Feb 12	Amended language to clarify that member libraries have local boards that determine services and programs.
2015 – Apr 24	Section on Homebound Delivery is removed because this is no longer a provided service.

Reviewed by	Executive Director
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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 District library or a 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

School district	Library serving the area as of 2007
Weld Re-12 Pawnee	District Outreach Services

District library locations

District libraries are established according to the Facilities Master Plan as 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 District adheres to an annual budget approved by the 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

Policies:

- Service Area definitions
- Outreach Service Area definitions

Procedures:

- Facilities Master Plan 2019

Policy History	Service Area definitions
2009 – Feb	New. Provides overview of District library locations, member libraries and outreach services.
2012 – Feb 12	This is absent from the policy manual
2013 – Feb 18	Added back in Policy Manual.
Reviewed by	Executive Director

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

Procedures:

- Facilities Master Plan 2019

Reviewed by	Outreach Service Area definitions
2009 – Feb	New. Titled “Outreach Definitions.”

2013 – Feb 18	Revision. Title changed to “Outreach Service Area Definitions.” Expands on 2009 version and includes sections on bookmobile stops, deposits, locations with volunteers and homebound delivery.
2015 – Apr 24	Section on Homebound Delivery is removed because this is no longer a provided service.
Reviewed by	Associate Director of Public Services, Outreach Manager

Service Areas Outside of the 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.

Colorado Libraries Collaborate (CLC) rules

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

Under the terms of the program, the borrower must reside in the state of Colorado and must pay local taxes that support a Colorado library, or must be a member of another CLC member library in order to receive CLC privileges. CLC borrowers are not charged a non-resident fee when borrowing from a participating CLC library.

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 website.

- CLC borrowers will be informed about High Plains Library District rules and policies
- CLC borrowers are responsible for understanding and abiding by the rules and policies of High Plains Library District.
- 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.
- It is the CLC borrower's responsibility to be in good standing at his/her home library. Cardholders not in good standing may not be eligible to borrow materials from the High Plains Library District.
- CLC borrowers may check out 10 items at a time.
- CLC borrowers may not use the Specialty Checkout service, Prospector or the Interlibrary Loan (ILL) service.

Related documents

Websites:

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

Policies:

- Service Delivery statement
- Service Area definitions
- Circulation policy

Procedures:

- HPLD Sierra Service Desk Circulation Guide

Policy History	Service Areas Outside of the District
1991 – July	Earliest known version appears in section titled “Affiliation with other library agencies.” There is a reference to the High Plains Regional Library Service System and that Centennial Park is resource center for that system.
2004 – Apr	Changed from High Plains Regional Library system to Colorado Library Consortium (CLiC)
2007 – Feb 19	New section on “Local CLC (Colorado Libraries Collaborate) Policy” added, separate from “Service Areas Outside of the District”.
2009 – Feb	Section is retitled “Colorado Library Card (CLC) Procedure”; is separate from “Service Areas Outside of the District”.
2012 – Feb 12	“Colorado Library Card Procedure” is moved to Procedures Manual.
2013 – Feb 18	Section retitled “Colorado Library Card (CLC) Rules” and is moved to Service Areas section of the Policy Manual.
2015 – Apr 24	Revision. Section on “Colorado Library Card (CLC) Rules” removes (1) requirement that patron present home library card to obtain District card; (2) that patron must be in good standing at home library. Also added two statements that CLC borrowers may not borrow laptop, projector, but can use databases and downloadable materials.
2019 – Sept 16	Revision. Retitled “Colorado Libraries Collaborate (CLC) Rules”; combines policy on affiliations with section on CLC rules; uses new language from state guidelines; adds that CLC patrons are not eligible for Specialty Checkout.
Reviewed by	Executive Director, Board of Trustees, 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

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 [High Plains Library District 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](#)

Policy History	Collection Development
1991 – July	Earliest known version. Titled “Materials Selection.” Includes sections on Objectives, Responsibility for Selection, General Criteria for Selection, Freedom of Selection, Challenged Materials, Gifts and Special Collections, Disposal of books and non-print materials (weeding).
2004 – Apr	Retitled “Collection Development Policy.” Includes most of what is in 1991 version, but has added section on “Weld Library District Donation Policy” and includes gifts of money and volunteering.
2007 – Feb 19	Revision. Includes many of same titles as in earlier versions, but significantly expanded narrative and topics. Sections on “Disposal of Materials” and “Challenged Materials” moved to Collection Development policy “Retention” and “Reconsideration” respectively. A “Reconsideration Form” is in the appendix to Policy Manual.
2009 – Feb	Revision. The 2007 version is shortened. Has been broken out into “Collection Development Policy”, “Collection Development Guideline” and “Collection Development Procedure.”
2012 – Feb 12	The “Collection Development Procedure” is moved to Procedures Manual.
2013 – Feb 18	Added “Collection Development Statement” and “Collection Selection FAQ.”
2014 – Mar 17	Added wording to the “Collection Selection FAQ”: works created by local author or musician are given special consideration.
2015 – Apr 24	Collection Selection FAQs amended: District does not accept replacement editions in place of lost or damaged items.
2018 – Aug 20	Major revision. Retains some of former policy, but most of entire section is added or rewritten. Eliminated the “Collection Development Policy”, “Collection Development Guideline”, “Collection Selection FAQ” and added sections on Online Collection, Special Collections, Cooperative Networks, Guidelines for Authors.
Reviewed by	Executive Director, Board of Trustees, Collection Resources Manager

Genealogy collection

Genealogy collections should begin with available local history materials and local records for the community which the library serves. For the District, this includes all of Weld County and the town of Erie.

These collections include such items as: family histories and genealogies of local families; any vital records available (births, deaths, wills, probate, etc.); local newspapers; maps of the area; cemetery records; county histories; collections of historical importance to the area (i.e. GR); and access to the Master File Index. These items may be found in various formats, including microform, print, and digital.

The purpose of the collection is to support basic research needs of the community served, based on ethnic and religious backgrounds and countries of origin, while representing the majority, if not all, of patrons in the area.

The majority of this collection does not circulate and as such, has unique policies regarding its growth and maintenance.

Selection criteria

The following criteria are considered when adding materials to the collection:

- Geographic relevance
- Families of local interest
- Accuracy and ease of use of item
- Price, availability, and condition
- Digital access

Gifts/donations

Gifts and donations are important supplements to the collection. The library will accept gifts of materials relating to local families, local history, all of Weld County and Erie, and possibly Colorado in general. We will only accept items in good condition.

Collection maintenance

Genealogy resources are not weeded as aggressively as the regular library collection. Items may be replaced by newer editions or copies as they become available. Items in extremely poor condition may be removed for preservation.

Policy History	Genealogy collection
2019 – Sept 16	New. Written because there are aspects of genealogy collection not applicable to other parts of collection
Reviewed by	Executive Director, Collection Resources Manager

Copyright

The High Plains Library District provides access to works that have legal protections for the creators of those works through copyright, licensing, patent, or trademark registrations.

The District will not knowingly purchase nor actively support access to bootlegged, pirated, or otherwise stolen content.

Rights and responsibilities of those wanting to duplicate content

Those wanting to copy, print, or otherwise duplicate works take personal responsibility to respect the rights of those who created them. Copyright details as outlined in copyright law under Title 17 of the United States Code are posted on library copiers/printers.

Those duplicating works assuming protection from “Fair Use” should know that they can be held liable for copyright infringement by the courts. To minimize risk, those copying materials under “fair use” should consider all of the following four factors:

- For what purpose is this being used? For example, is the use for commercial purposes or nonprofit educational purposes?
- What is the nature of the work? It is not likely to be deemed fair use if it is someone else’s private correspondence or if it is widely available in a copyrighted form. The Courts most strongly protect creative efforts such as fiction, music, poetry, feature films, and other creative works.
- What is the amount and the substantiality of the portion being copied? Copying a small piece of the work can be deemed not fair use if that piece was critical to the purpose of the work. Meanwhile, a satire can be protected even if it uses a large portion of the original work.
- What is the effect of the use upon the potential market for or value of the copyrighted work? If the work is widely available through market avenues and a substantial or pivotal portion of the work is wanted, it is best to purchase the work.

Licensing protecting corporate interests

Online content and data access are usually obtained through licensing contracts. Signing a contract or clicking on a button saying one "accepts" the terms and conditions may mean that the user has agreed to not have access to copyright exemptions, as the contract takes priority over law.

Licensing protecting library services

The District does purchase Public Performance rights licenses for movie and music use in library spaces. In addition, the District maintains a collection of materials that are purchased for professional use, as physical items better align with the First Sale Doctrine of copyright law.

Fair Use does not cover potential patent or trademark infringement.

Intellectual property owners concerned about copyright infringement

Those who believe their intellectual property has been copied in a way that constitutes copyright infringement, please submit a [WebInquiry form](#). Please note that this is for the Collection Resources Manager.

For a complaint to be valid under the Digital Millennium Copyright Act (DMCA), the following must be provided in writing:

- A physical or electronic signature of a person authorized to act on behalf of the copyright owner;
- Identification of the copyrighted work that is claimed to have been infringed;
- Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the Library to locate the material;
- Information reasonably sufficient to permit the Library District to contact the complainant, such as an address, telephone number, and email address;
- A statement that there is a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement made under penalty of perjury that the above information is accurate and that the complainant is the copyright owner or is authorized to act on behalf of the owner.

UNDER FEDERAL LAW, KNOWINGLY MISREPRESENTING THAT MATERIAL OR ACTIVITY IS INFRINGING MAY BE SUBJECT TO CRIMINAL PROSECUTION FOR PERJURY AND CIVIL PENALTIES, INCLUDING MONETARY DAMAGES, COURT COSTS, AND ATTORNEYS' FEES.

Please note that this procedure is exclusively for notifying the District that copyrighted material has been infringed and is intended to comply with the District's rights and obligations under the DMCA, 17 U.S.C. §512, but does not constitute legal advice. The complainant should contact an attorney regarding rights and obligations under the DMCA and other applicable laws.

District action on copyright infringement claims

The High Plains Library District does not take responsibility for the public's actions.

If a complaint regards District use of content for the District's purposes, the complaint will be reviewed with the District's legal counsel to determine appropriate action.

If the District receives notice from our Internet service provider that their services are being used to steal the intellectual property of others, the Library will make a best effort to block that person from accessing the services. The patron in question can work with the library to discuss options.

Related documents

Websites:

[U.S. Copyright Office, Copyright Law, Limitations on Fair Use](#)
[Copyright Advisory Office at Columbia University, Fair Use](#)
[Digital Millennium Copyright Act, 17 U.S.C. 512 \("DMCA"\)](#)
[WebInquiry form](#)

Other policies:

- Patron Rights and Responsibilities statement
- Collection Development policy
- Internet Use policy
- Art Accession form

Procedures:

- Copyright procedure
- Photography and Video Recording procedure
- High Plains Library District Safety Manual

Policy History	Copyright
2012 – Feb 12	Copyright is included in “Collection Development Statement.” Added that the District will operate within provisions of corporate licensing agreements (in addition to United States copyright laws.)
2019 – Sept 16	Major revision. Definition of fair use; steps when one believes District has violated copyright; what District does when there are public violations
Reviewed by	Executive Director, Associate Director of Public Services

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. See also Meeting Rooms policy.

Related documents

Other policies:

Meeting Rooms policy

Procedures:

Alcohol at Events procedure

Employee Handbook – Drugs and Alcohol

Meeting Room procedures

Policy History	Alcohol at Events
2009 – Feb	New. Includes “Alcohol at Events Policy” and “Alcohol at Events Procedure.”
2012 – Feb 12	“Alcohol at Events Procedure” is moved to Procedures Manual
2015 – Apr 24	Minor change to use consistent language that places Executive Director first.
2020 – May 18	Reviewed but no changes
Reviewed by	Executive Director

Artwork policy

The High Plains Library District aims to build facilities which are aesthetically pleasing. The District also supports and encourages local artists. Accordingly, the District accepts donations and loans and makes purchases of artwork. More information concerning donations, purchases and loans of artwork may be found in the District’s Artwork procedure.

In addition, the District may permit local artists to sell artwork in the library.

For other types of donations, see the District’s Donations policy.

Definition

Art is defined in state law [C.R.S. 24-48.5-312 – Art in Public Places Program](#) 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 stylings or embellishments, including architectural crafts; environmental landscaping; and restoration or renovation of existing works of art of historical significance.”

Art donations and purchases

- Artwork is selected based on alignment with the District’s mission, décor, and availability of display space as determined by the Executive Director.
- Donated and purchased artwork will be formally added to the District’s holdings of owned art.
- Donated and purchased artwork will not necessarily be displayed in the same location on a permanent basis.
- Donated and purchased artwork will be covered by the District’s insurance.
- Items may be removed from the library location based on condition and whether the item fits with the library environment.
- An Art Accession form must be completed by the donor/seller.

Art loans

- Each branch has space for local artists to display artwork on loan.
- Artwork is accepted for a set period of time as determined by the Library Manager or designee.
- Loaned artwork will not be added to the District’s holdings of art.
- Loaned artwork may be transferred to another location but is typically only in one location.
- 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. If the item is valued higher than \$25,000, the owner of the artwork is strongly encouraged to purchase additional insurance at their own expense. The District is not responsible for any damage done during transport, delivery, or placement.
- Individuals loaning artwork at any branch must complete an 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.
- Artwork displays may be dismantled and stored by District staff if the owner fails to remove the display at the agreed-upon time or if the Library Manager or designee determines a need to remove the display earlier than planned and cannot contact the owner.

Artists selling artwork

- Local artists may be permitted to sell artwork at the discretion of the Library Manager.
- If the artist/collector is interested in selling art works, the price 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.

Related documents

Websites:

[C.R.S. 24-48.5-312 – Art in Public Places Program
Art Exhibit Application](#)

Other policies:

Donations policy
High Plains Library District Foundation policy
Meeting Rooms policy
Sponsorship policy

Procedures:

Artwork procedure
Donation procedure
Art Accession form
Art Deaccession/Transfer form
Sponsorship procedure

Policy History	Artwork
2009 – Feb	New. Includes Art accession and deaccession procedure.
2011 – Mar 21	Separates Art acquisition and deaccessioning practices from Display practices. All references to loans were moved to Displays section. Ability to sell art if accompanied by donation to Foundation added.
2015 – Apr 24	“Art Exhibit application” form included on the MyLibrary website, with links from policy manual (in sections on “Art Guideline”, “Displays and Exhibits Policy and Guideline”, “Gifts and Donations”)
2020 – Dec 7	Content is the same, but the Art Policy and Guideline, Displays and Exhibits Policy and Guideline are all combined under “Artwork Policy.”
Reviewed by	Associate Director of Public Services

Flag policy

Outdoor flags

The High Plains Library District displays and maintains the United States and Colorado State flags on outdoor, lighted flag poles at all branch locations. The District displays the flags in accordance with the [United States Code Title 4 Chapter 1 – The Flag](#).

The District flies the flags at half-staff on the following days:

- May 15 Peace Officers Memorial Day
- Last Monday in May (Memorial Day)
- September 11 Patriot Day
- December 7 Pearl Harbor Remembrance Day
- By order of the President of The United States
- By order of the Governor of The State of Colorado

Inclement weather conditions may cause a delay in flags being lowered to half-staff.

Indoor flags

The High Plains Library District displays the United States Flag during regular board meetings of the High Plains Library District at all branch locations. Members of the public who want to display the United States flag during a meeting or event scheduled in one of the District’s meeting rooms may request it through the District’s online room reservation service under “Equipment.”

Related documents

Websites:

[United States Code Title 4 Chapter 1 – The Flag](#)

Procedures:

Flag Raising and Lowering procedure

Policy History	Flags
2019 – Sept 16	New. Added in response to Board decision to post U.S. flag at Board meetings and outside facilities.
Reviewed by	Executive Director, Board of Trustees, Facilities Manager

Lost and Found policy

The disposition of items left in the library depends upon the following:

- Prints and photocopies with sensitive personal information will be shredded immediately.

- Items presenting a health risk will be disposed of immediately.
- Library cards will only be retained for 24 hours and then shredded.
- Other items will be retained for two weeks from the date they are found.
- After two weeks, unclaimed flash drives are wiped clean of all data.
- Staff will attempt to contact the owner of wallets, purses, or other personally identifiable information such as drivers' licenses and social security cards. These items will be retained for two weeks.

The District cannot guarantee that a found item will be in its original condition.

Related documents

Other policies:

Patron Rights and Responsibilities statement

Procedures:

Lost and Found procedure

HPLD Sierra Service Desk Circulation Guide

Policy History	Lost and Found
2020 – June 15	New. Identifies how long items will be retained and proper disposition.
Reviewed by	Associate Director of Public Services

Meeting Rooms policy

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. 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 fee 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 or sell products at 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 the patron library account at the time they 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.

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

Permitted and non-permitted uses

Meeting rooms are available for booking by the general public during normal library hours provided they are not scheduled for library events.

All library facilities are smoke and vaping free zones. This ban includes all forms of tobacco and e-cigarettes.

Alcohol use is not permitted. Alcohol may on occasion be allowed at events when expressly pre-approved by the Executive Director or the Board of Trustees. See also Alcohol at Events policy and procedure.

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 is allowed in the meeting rooms, but not outside the meeting rooms.

Signing of petitions is permitted within meeting room spaces but not outside the meeting rooms. It is also permitted outside of the library, provided it does not impede use of the library. See also the Soliciting, Free Speech and Fundraising Activities policy.

A sign on the door or wall outside the meeting room, indicating the name of the meeting, is allowed; however, directional signs about the event elsewhere within the library are not.

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 or having a sandwich board advertising the event outside the meeting room.

Setting up for events the evening prior to the event is discouraged due to security concerns and cleaning needs.

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.

The library reserves the right to cancel or refuse use of the rooms at any time.

Permission to use these rooms does not constitute sponsorship or endorsement by the District of the group's policies, views or beliefs.

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

Reservations can be made online by patrons who: (1) have a High Plains Library District library card, (2) have an email account, and (3) create an account on the District's "Spaces" program.

Patrons who do not have a library card can make a reservation by calling the District's Virtual Library at 1-888-861-7323. The patron does need to get a library card when the patron comes in for their meeting.

To assist library staff in responding to questions about the event, the patron should 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 the 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.

Occasionally, the library district must cancel room reservations because of inclement weather or road conditions. The district will make a reasonable effort to notify the patron about the cancellation using the information they provided.

Frequency of use

Room can be requested up to 45 days prior to the event.

A patron may have 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

The patron should allow at least 10 minutes before the library closes for room inspection and check out.

When cancelling a meeting, the patron should 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 provides a service for online meetings. This can be done through the MyLibrary website or by calling the Virtual Library at 1-888-861-7323. The patron needs to have a High Plains Library District 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 a High Plains Library District library card.

Minors

An adult (age 18 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

Other policies:

- Alcohol at Events policy
- Soliciting, Free Speech and Fundraising Activities policy
- Photography and Video Recording policy

Procedures:

- Meeting Room procedures
- Alcohol at Events procedure
- Weather Closures procedure
- Soliciting, Free Speech and Fundraising Activities procedure
- Photography and Video Recording procedure

Policy History	Meeting Rooms
1994 – Mar 28	New. Appears as an addendum to policy manual.
2007 – Feb 19	Similar to 1994 version, but with additions pertaining to use of the Nomad system, changes to damage deposits
2009 – Feb	Major revision. Broken out into “Meeting Rooms Policy”, “Meeting Rooms Guideline”, “Meeting Rooms Procedure”, “Meeting Room Rules”.
2011 – Mar 21	In Guideline, made separate document about security deposits and statement about fees from some meeting rooms. Added time limit for how long room is guaranteed. Adjusted for variations in DSS facility. Provided information about using library study rooms.
2012 – Feb 12	Revision. “Meeting Rooms Procedure” moved to Procedure Manual. Also added a rule about what library will provide and what supplies need to be provided by patron
2014 – Mar 17	Revision. Clarified when alcoholic beverages permitted; clarified that adult presence is required in meeting rooms.
2018 – Oct 15	Major revision. Rearranged the information; added opening statement about purpose of meeting rooms; clarified some points in the policy.
2020 – May 18	Revision. Reviewed to align with policies on alcohol and solicitation, first amendment rights and fund-raising; allows reservations regardless of fines; adds vaping as prohibited activity; clarifies conditions for soliciting, free speech, fundraising; disallows early room setups; clarifies reservations without a library card; requires that an adult (age 18 and up) to be present at meetings
Reviewed by	Associate Director of Public Services

Pandemic Disease policy

An epidemic is the spread of a disease rapidly and above the normal level through one or more communities. A pandemic is the worldwide spread of a new disease.

In an epidemic or pandemic, the balance is between safety (of public and staff) and the role of libraries as a key gathering place and resource in the community. In evaluating actions to take, the District considers (1) resources to provide guidance (2) decision-making authority and (3) broad strategies for addressing the threat and spread of the disease.

Resources

In cases where the District is allowed *discretion*, the resources for assisting the District in making decisions are:

- Nationally – the Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH)
- State – Colorado Department of Public Health and Environment (CDPHE)
- Local – Weld County Department of Public Health and Environment (WCDPHE)
- Libraries – Colorado State Library (CSL)

Authority

By the very nature of a pandemic, organizations may have limited or no decision-making authority. Federal, state and local governments may *direct* decisions through executive orders or advisories. Where there are discrepancies among these authorities, the District policy is to (1) abide by the most local authority and (2) take the course of action most likely to guarantee public and staff safety. Adjustments can be made based on unexpected circumstances.

Broad strategies

There are three broad strategies for addressing the spread of disease:

- Level 1 is to continue normal operations and to address through standard individual hygiene practices and increased cleaning of facilities.
- Level 2 is to reduce the number of large gatherings and practice social distancing (defined as at least six feet of separation).
- Level 3 consists of extreme preventative measures, such as closing down facilities, requiring the public and employees to shelter in place, and delivering library services online or by limited social interaction such as curbside service.

Whether libraries are identified as an essential service varies by community. The District follows Weld County government or health departments as the authority on this issue.

These broad strategy levels may not occur in order. The threat may be so severe that Level 3 strategies take place at the earliest signs. Conversely, as the threat of a pandemic is perceived to be lessening, these strategies may take place in reverse order.

The specific strategies for each level are described under the procedure for Pandemic Diseases.

Related documents

Websites:

- [Centers for Disease Control and Prevention – Coronavirus Disease 2019 Situation Summary](#)
- [Centers for Disease Control and Prevention – Coronavirus Disease 2019 Frequently Asked Questions](#)
- [National Institutes of Health – Coronavirus \(COVID-19\) Information](#)
- [Colorado Department of Public Health and Environment – Information on the Outbreak of COVID-19](#)
- [Weld County Department of Public Health and Environment](#)
- [National Network of Libraries of Medicine – A Guide to COVID-19 for Public Libraries](#)

Procedures:

- Pandemic Disease procedure
- Weather Closures procedure
- High Plains Library District Safety Manual

Policy History	Pandemic Disease
2020 – May 18	New. Identifies resources for making decisions on pandemic; which authority prevails in cases of conflicting information; identifies the broad strategies for managing a pandemic.
Reviewed by	Executive Director

Photography and Video Recording policy

Library facilities are a “limited public forum.” This means that many activities, such as photographing and video recording, are permissible because the library is a public facility. But, library staff can set limits of “time, manner, or place” for reasons of safety and the reasonable maintenance to maintain library operations. There are policies that apply to the public, staff, and media, as well as general rules of courtesy.

Public

The public can take photos or videos in any public area. This does not apply to restrooms or staff areas. Photos and videos are permissible in meeting rooms, if this is approved by those using the room. Photographic equipment such as tripods or lighting, unless approved by library staff, is not permitted because of potential safety concerns. Photographing and video recording cannot interfere with the library staff’s ability to conduct business or present a safety risk.

Staff

In order to provide some level of privacy for patrons all locations have posters to indicate that a patron’s presence at an event permits staff to use their likeness in photos and videos of the event. The poster asks patrons to notify staff if this presents a concern.

Media

Photos and videos by the media are welcome. Because this often entails the use of bulky equipment, the District asks that arrangements are made with library staff in advance to ensure that conditions are kept safe and that library operations are not disrupted.

General

In addition to policies noted above, the District asks that photographers refrain from disturbing other library users, and from taking photos or videos of specific copyrighted materials for the purpose of redistribution.

Related documents

Websites:

- [ACLU Know Your Rights – I want to take pictures or shoot video at a protest](#)
- [ALA Office for Intellectual Freedom – Auditing the First Amendment at Your Public Library](#)
- [CIRSA – “First Amendment Audits” coming to your town?](#)
- [Colorado State Library Quick Guide for C.R.S. 24-90-119](#)

Other policies:

- Meeting Rooms policy
- Soliciting, Free Speech and Fundraising Activities policy

Procedures:

- Meeting Room procedures
- Soliciting, Free Speech and Fundraising Activities procedure
- Photography and Video Recording procedure

Policy History	Photography and Video Recording
2020 – May 18	New. Identifies locations where photos and videorecording by public are allowed as well as staff and media limitations.
2021 – May 17	Revised to reflect that Photo/Video releases are no longer required.
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

Posting and Distribution policy

The High Plains Library District actively supports the American Library Association Freedom to Read and the Freedom to View statements.

In keeping with these statements, the Library will accept materials from individuals or groups who wish to disseminate information to the Library's patrons within limitations of District procedures.

Limitations

- Single copies of postings
- Posted no longer than one month
- Priority given to local events, non-profit organizations, local service offerings
- Only non-partisan election materials
- Materials left for distribution without approval may be discarded

Non-endorsement

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](#)
- [The Fair Campaign Practices Act \(FCPA\) C.R.S. §1-45-101](#)
- [Article XXVIII of the Colorado Constitution](#)

Other policies:

- Patron Rights and Responsibilities statement
- Artwork policy
- Meeting Rooms policy
- Soliciting, Free Speech and Fundraising Activities policy

Procedures:

- Posting and Distribution procedure

Policy History	Posting and Distribution
2002 – Nov	New. Titled “Guidelines for the posting of non-library materials and the distribution of non-library publications.”
2009 – Feb	Revision. Separated into “Posting and Distribution Policy” and “Posting and Distribution Procedure.”
2012 – Feb 12	“Posting and Distribution Procedure” is moved to Procedures Manual.
2019 – Sept 16	Revision. Identifies limitations on materials posted or distributed, especially election materials
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

Security Cameras policy

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](#)
[USA PATRIOT Act](#)

Other policies:

Patron Rights and Responsibilities statement
Privacy of User Records policy
Security and Safety policy

Procedures:

Privacy of User Records procedure
Security Cameras procedure

Policy History	Security Cameras
2018 – Oct 15	New. Balances importance of safety and security with need for patron privacy
Reviewed by	Associate Director of Public Services

Service Animals policy

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:

- [U.S. Department of Justice ADA Requirements – Service Animals](#)
- [ADA National Network -- Service Animals and Emotional Support Animals](#)
- [Frequently Asked Questions About Service Animals and the ADA](#)
- [Assistance Dogs International \(ADI\) Standards](#)
- [How can I tell if an animal is really a service animal and not just a pet?](#)

Other policies:

- Patron Rights and Responsibilities statement

Procedures:

- Service Animals procedure

Policy History	Service Animals
2018 – Aug 20	New to policy manual. Former procedure was to allow all animals; this new policy restricts to service animals only.
Reviewed by	Associate Director of Public Services

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

Policy History	Smoking
2007 – Feb 19	New. No smoking allowed within 25 feet on entryway.
2009 – Feb	Similar to 2007 but rearranged.
2014 – Mar 17	Revision. Added language to exclude smoking of marijuana or tobacco products.
2015 – Apr 24	Revision. Amended language to exclude smoking of “any type” and added phrase to indicate some locations may have signs posted that exceed standard distance of 25 feet.
Reviewed by	Executive Director

Soliciting, Free Speech and Fundraising Activities policy

High Plains Library District is dedicated to protecting the rights of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere and to facilitate the use of library services and resources. This requires balancing free speech rights with the rights of others who do not want to be approached or have access impeded.

Soliciting and selling of goods or services

Soliciting, vending, peddling, product sampling and other interactions in pursuit of selling goods or services or entreating library patrons or staff are prohibited in the library, with these exceptions:

- Meeting room spaces
- Community Bulletin Board
- Artist's works of art
- Organizations with which we partner

Outside the library, the District can regulate soliciting on any property owned or leased by the District. Criteria for allowing these activities include:

- Non-profit organizations only
- Organizations that are partnering with the District
- The activity supports the District's mission
- Is approved by the Executive Director or Library Board
- Is regulated by time, manner and location, but not by content of message
- Must not hinder access to the library, pedestrian flow or harass pedestrians

See also: Meeting Rooms Policy, Meeting Room Procedures, Posting and Distribution Policy and Posting and Distribution Procedure.

Petitioning and free speech activities

Spaces outside of the library constitute a *public forum*, which means that free speech activities are permitted as long as they do not impede safe pedestrian flow, harass or bother patrons, or block access to library entries, exits or book return areas. Spaces inside the library constitute a *limited public forum*, which means that there can be restrictions based on time, manner, or location.

Free speech activities, because they are in the United States Constitution, have a higher level of protection than other activities such as soliciting and fundraising. Accordingly, the District is as supportive of first amendment activities as allowable within the restrictions of time, manner or location.

Examples of appropriate free speech activities include, but are not necessarily limited to petitioning, distributing leaflets and campaigning. These are permitted outside the library. Within the library, they are permitted only in the library meeting spaces. Photographing and video recording is permitted throughout the library. See also the Meeting Rooms policy and the Photography and Video Recording procedure.

The presence of canvassers outside of the library does not constitute the library's endorsement of the policies, beliefs, or political affiliations of petitioning persons or groups, nor does it constitute an endorsement of any candidate, or initiative.

Fundraising

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

High Plains Library District employees may engage in limited solicitation as well as fundraising on behalf of charitable organizations to other employees provided this is not done on work time, is not posted on MyHighPlains, does not involve the use of work email, and takes place solely in staff areas.

The library occasionally receives requests from patrons or staff to conduct or endorse fundraising events or to provide public space for donation collection boxes. High Plains Library District does not sponsor nor endorse the fundraising activities, including donation collection boxes, of other organizations. Public

library space will not be made available for such activity. Exceptions to this require approval by the District Board.

Related documents

Other policies:

- Meeting Rooms policy
- Posting and Distribution policy
- Donations policy
- Photography and Video Recording policy

Procedures:

- Donation procedure
- Posting and Distribution procedure
- Photography and Video Recording procedure
- Soliciting, Free Speech and Fundraising Activities procedure

Policy History	Soliciting, Free Speech and Fundraising Activities
2007 – Feb 19	New. Titled “Soliciting, Petitioning and Fundraising”
2020 – May 18	Revision. Changed title. Expands on concept of ‘limited public forum’; identifies where each of these activities can occur in and outside of library
Reviewed by	Associate Director of Public Services

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.

Policy History	Sustainability
2012 – June	New.
2013 – Feb 18	Policy approved by Board in 2012 but not added until 2013 version
Reviewed by	Human Resources 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](#)

Procedures:

High Plains Library District Safety Manual

Policy History	Weapons
2015 – Apr 24	New. States that District is governed by state laws permitting open and concealed carrying of firearms, and local ordinances pertaining to other weapons.
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

Policy History	Contracted Services
2007 – Feb 19	New. Titled “Procurement Policy”
2011 – Mar 21	New section to state due diligence in reviewing contractual documents
2013 – Feb 18	Addition to indicate factors that influence whether to utilize contracted services
Reviewed by	Executive Director, Finance Manager

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

Policy History	Expenditure policy
2009 – Feb	New.
Reviewed by	Executive Director, Finance Manager

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

Policy History	Financial Assets
1991 – July	Earliest known version. Includes section on “Financial Policies.”
2007 – Feb 19	New. Titled “Investment Policy.” Sections: scope, investment objectives, delegation of authority, prudence, ethics, conflict of interest, authorized securities and transactions, investment diversification, investment maturity and liquidity, competitive transactions, selection of broker/dealers, selection of banks, safekeeping and custody, performance benchmarks, reporting, policy revisions
2009 – Feb	Revision. Broken into “Investment Policy” and “Investment Procedure.” The policy is much shorter than the 2007 version.
2012 – Feb 12	“Investment Procedure” is moved to Procedures Manual.
2013 – Feb 18	Originally titled “Investment Policy” but was changed to “Financial Assets”: because the title “Investment Policy” is maintained by Finance Office and required by law to use that terminology. The statement is same as the 2009 version. A sentence was added to identify scope of financial assets.

Reviewed by	Executive Director, Finance Manager
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Fines and Fees policy

The High Plains Library District does not charge *fin*es for overdue materials (with the two exceptions below). A *fine* is a penalty. A *fee* is the purchase cost for an item.

All fines and fees are set by the High Plains Library District Board and are reviewed and adjusted at the request of staff.

Fines

Specialty Checkout items (laptops, mobile hotspots, telescopes etc.)	\$20.00 per day; maximum \$140.00
Interlibrary Loan Items	\$1.00 per day with a maximum of \$30.00 There are no fines on items obtained through Prospector

Fees

Lost item (or returned after 42 days)	List price. No refunds given on lost items found after payment has been made.
Damaged item	Assessed based on damage and impact on future use
Lost Interlibrary Loan item	Price set by lending library
Lost Prospector item	Price estimate from Amazon
Materials recovery	\$5.00 for balances \$10.00 to \$24.99 \$10.00 for balances above \$25.00
Flash drives	\$6.00
Open records requests	Fees are listed under the Open Records Requests policy

Printing and copying

Each library card receives 200 free printing credits per month

Black and white 8 ½ x 11 page = 1 credit

Color 8 ½ x 11 page = 5 credits

Legal (8 ½ x 14) or tabloid (11 x 17) page, whether black & white or color = 25 credits

Two-sided printing = two pages of printing

Additional credits above 200 can be purchased

Reviewed by	Executive Director, Board of Trustees, Patron Experience Specialist
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Member Project Funding policy

The District performs the function of passing through property tax revenues collected for each of the Member Libraries. The District also provides services identified in the Intergovernmental Agreements (IGAs). The Board of Trustees may also make additional funds available to Member Libraries to support special projects.

The Board of Trustees will consider requests individually based on (1) available funds, (2) the extent to which the project meets established criteria, (3) whether the project meets proposal requirements.

Criteria

Member Libraries meeting the following criteria are eligible to receive funding to support special projects:

- The Member Library has a signed IGA with the District.
- The project has local financial support.
- The project aligns the Member Library’s services and programs with those of the District.
- The Member Library works in partnership with the District in managing the project.
- The project should be proposed to the Board no later than September of the year prior to allow for inclusion in the budget process.

Proposal requirements

Project proposals need to include the following information as a minimum:

- Specific goals and objectives of the project.
- Dollar amount of the request.
- 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.

Foundation

Member Libraries may also request funds from the High Plains Library District Foundation. This also can include assistance in grant writing. The Member Library should consult with the Foundation Director for process and requirements.

Related documents

Websites:

[Colorado Public Library Standards](#)

Other policies:

Expenditure policy

Policy History	Member Project Funding
2009 – Feb	New.
2013– Feb 18	Reviewed but no change.
2021 – Jan 18	Policy and Guideline merged, added language, and minor reordering of the policy
Reviewed by	Executive Director, Finance Manager

FUNDRAISING

High Plains Library District Foundation policy

The High Plains Library District Foundation was incorporated on October 25, 2000 as a non-profit 501(c)(3) corporation.

Mission

The mission of the High Plains Library District Foundation, adopted in November 2019, is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness and advocacy for the libraries of the High Plains Library District.

Non-profit designation

The Foundation is a non-profit 501(c)(3) organization and was reclassified to 509 (a)1 status in November 2019.

Memorandum of Understanding

The relationship between the District and Foundation is governed by a Memorandum of Understanding between the Board of Trustees of the High Plains Library District and the High Plains Library District Foundation Board that will be reviewed on an annual basis. See also the Memorandum of Understanding.

Fundraising

The Foundation will identify needs and priorities of the District for fundraising purposes and seek out the best opportunities for grants, endowments and other fundraising. Ideas and suggestions should be sent to the Foundation Director.

Foundation funds are used in support of branches, members, and outreach functions.

District fundraising is limited to efforts conducted under the auspices or permission of the High Plains Library District Foundation. Exceptions to this require approval by the District Board. See also the Soliciting, Free Speech and Fundraising Activities policy.

The Foundation distributes funds annually to the libraries.

Use of funds

Funds raised by the Foundation are used to support the mission of the District. Funds are not to be expended on non-District events or activities.

Foundation Board

The Board of Directors of the Foundation has exclusive control over the assets of the Foundation and contributing assets, within the limits specified in the Memorandum of Understanding. Other functions of the Foundation Board include: policy administration, financial oversight, fundraising and public and community relations.

Foundation Director

The Foundation Director is a District employee supervised by the Executive Director. The Foundation Director shall direct the operations of the Foundation in consultation with the Foundation’s Board of Directors.

The Executive Director is an ex-officio member of the Foundation Board.

Partnerships

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

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. Volunteers will not be used to replace another employee or impair the employment opportunities of others by performing work which would be otherwise performed by a regular employee.

Related documents

Other policies:

- Soliciting, Free Speech and Fundraising Activities policy
- Donations policy

Procedures:

- Foundation procedure
- Donation procedure
- Memorandum of Understanding
- Foundation By-Laws

Policy History	High Plains Library District Foundation
1991 – July	Earliest known version. Title of section is “Library Support Groups” and includes sections on Friends of the Library and Volunteers
2007 – Feb 19	Titled “Library Support Groups.” The section on Friends of the Library is replaced by Weld Library District Foundation, incorporated on October 25, 2000.

2009 – Feb	Significant revision, and broken out into sections on “High Plains Library District Foundation Role Policy”, “Foundation and Library Relationship Procedure”, “Foundation Role Procedure” with subsections on “Support for All Libraries”, “Support for High Plains Library District”, “Support for Member Libraries.”
2012 – Feb 12	“Foundation and Library Relationship Procedure”, “Foundation Role Procedure” moved to Procedures Manual.
2013 – Feb 18	Two minor changes: (1) a duplicate sentence was removed and (2) clarifies specific relationship between Board and Foundation Board. See also Foundation By-Laws.
2020 – June 15	Significant revision. Combined “HPLD Foundation Establishment” and “HPLD Foundation Role Policy” into one policy. Rewritten to identify mission, non-profit designation change, memorandum of understanding, fund-raising, use of funds, Foundation Board, Foundation Director, partnerships, volunteers.
Reviewed by	Executive Director, Foundation Director

Donations policy

The District accepts donations of funding, time, intellectual property, real estate property and landscaping that meet conditions described in this policy. Donations of materials for the collection (books, audiovisual materials and periodicals) are limited.

The District accepts donations and loans of artwork. Policies concerning artwork are described under the Artwork policy.

Financial donations are typically given for general purposes. A financial sponsorship is typically for a specific event or project. Policies concerning sponsorship are described under the Sponsorship policy. Loans refer to something that is given temporarily.

All donations, including funding, are accepted based on whether the donation is consistent with or furthers the District’s mission and direction, and/or is compatible with the facility. The Executive Director makes this determination. Donations and loans are used to support the collection, programs, services or facilities of the District.

Funding

All funding donations are given to the High Plains Library District Foundation. Foundation funds are used to support programs and services of the District. This is further described in the High Plains Library District Foundation policy.

Individuals using District meeting rooms may charge a fee or sell products. The District requests that 15% of the receipts be donated to the Foundation. This is further described in the Meeting Rooms policy.

Local artists may be permitted to sell artwork in District facilities. Those selling their items are asked to donate 15% of the monies earned to the Foundation. This is further described in the Artwork policy.

Individuals may make large donations in support of specific events or projects. This is further described in the Sponsorship policy.

Large monetary donations may receive additional recognition when appropriate. Additional donor recognition will be agreed upon by the Executive Director, Foundation Director and donor. The donation acknowledgement will reference any special recognition that applies. The District cannot guarantee that the names will be posted in perpetuity. Additional recognition is further described in the District's Donations procedure.

Volunteering time

Some District facilities accept donations of volunteer hours. The District does not accept Community Service volunteers provided through the court system. Volunteers will not be used to replace another employee or impair the employment opportunities of others by performing work which would be otherwise performed by a regular employee. The use of volunteers is also described in the High Plains Library District Foundation policy.

Intellectual property

The District accepts donations of intellectual property such as ideas, works, or inventions that are the result of creativity and for which one may apply for a patent, copyright or trademark. Donations must be consistent with and further the District's mission and direction. The Executive Director determines whether to accept the donation.

Real estate property and landscaping

The District accepts donations of property and landscaping. Acceptance is based on whether the property or landscaping is appropriate and consistent with the District's Facilities Master Plan. All such donations require the acceptance by the Executive Director and the District Board.

Books and audiovisual materials

The District accepts donations of books and audiovisual materials, but items are limited by number, condition, type (such as encyclopedias and textbooks) and publication date of materials. Very few donated materials are added to the collection. Some are recycled. Most are sold to a third-party vendor and the proceeds go to the High Plains Library District Foundation. Foundation funds are used to support programs and services of the District.

The District does accept some materials relating to local families and local history. 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. The District may be selective in accepting materials offered and is not obligated to accept or dispose of an entire collection. This is also described in the District's Collection Development policy.

Periodicals

Some District branches accept donations of periodical magazines. These are typically not added to the collection, but are shared with other patrons in a magazine exchange.

Tax implications

Donations may be tax deductible, but this must be determined by the donor, not the District. The determination of the value of gift or donations is the responsibility of the donor.

Donations by the District

The District also *gives* donations to other organizations:

- The District may give withdrawn or donated materials. This is coordinated by the District's Collection Resources Department.
- The District gives out-of-warranty technology to organizations. This is coordinated by the High Plains Library District Foundation. Requestors must submit a Foundation Technology Donations Application form.
- For a designated period of time each year, the District accepts food donations from patrons to offset fees on the user record. These food donations are then given to local food banks.
- The District may make donations of items such as unclaimed lost and found items or items no longer needed by the District.
- The District may provide funding to Member Libraries. This is described in the Member Project Funding policy.

Related documents

Websites:

[Ways to Give to the District](#)
[Fact sheet on District Policy on Used Books](#)
[Technology Donations Application form](#)
[Colorado Gives Day District page](#)

Other policies:

Artwork policy
High Plains Library District Foundation policy
Meeting Rooms policy
Collection Development policy – Genealogy Collection
Member Project Funding policy
Sponsorship policy

Procedures:

Donation procedure
Artwork procedure
Art Accession form
Art Deaccession/Transfer form
Sponsorship procedure
Facilities Master Plan

Policy History	Donations
1991 – July	Earliest known version. Titled “Gifts and Special Collections.” Includes gifts of money; emphasis is on gifts of books and other materials.
2004 – Apr	Revision. Broken out into sections on Books and other materials, monetary donations, volunteering.
2007 – Feb 19	Revision. Added a section on “Donor Recognition” about naming portions of the library after individuals or organizations.
2009 – Feb	Revision. Broken into sections on “Gifts and Donations Policy”, “Gifts and Donations Guideline” and “Gifts and Donations Procedure.”
2012 – Feb 12	“Gifts and Donations Procedure” moved to Procedures Manual.
2015 – Apr 24	Addition. Donations of historical or genealogical significance require an agreement which gives District the right to duplicate the content.
2021 – Jan 18	Revision. This revision collects in one place information about the various types of donations accepted by the District. It consolidates the “Gifts and Donations Policy and Guideline” into one “Donations Policy.” It updates the previous policy to reflect that the District now accepts donations of materials (books etc.) on a limited basis. There is also a section added on donations of the District to other organizations that was not in the previous version.
Reviewed by	Executive Director, Collection Development Manager

PUBLICITY

Community Relations and Marketing policy

The Community Relations and Marketing Department is the official source for public information and contact with the media.

Responsibilities and authority of the department are as follows:

- To provide accurate information about the District's programs and services through traditional media and social media outlets. See also the Social Media policy and Social Media procedure.
- To provide guidance, tools and resources to staff in interactions with media or speaking engagements.
- To promote use of the District's programs and services.
- To maintain a positive relationship with the community.
- To respond to the media concerning issues, policies and procedures of the District. See also the Photography and Video Recording policy, the Photography and Video Recording procedure and the Community Relations and Marketing procedure.
- To alert media outlets in cases of emergency and weather closures. See also the Weather Closures procedure.
- To receive, consider and manage sponsorships that are proposed. See also the Sponsorship policy and Sponsorship procedure.
- To assist the Executive Director and Library Board if they determine that it is in accordance with the Public Statements policy to issue a statement. See also the Public Statements policy.

Related documents

Other policies:

Donations policy
Photography and Video Recording policy
Public Statements policy
Social Media policy
Sponsorship policy

Procedures:

Community Relations and Marketing procedure
Donation procedure
Photography and Video Recording procedure
Community Relations and Marketing procedure
Social Media procedure
Sponsorship procedure
Weather Closures procedure

Policy History	Community Relations and Marketing
2002 – Nov	Earliest known version and titled “Public Information”. Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2007 – Feb 19	Section on tours removed.
2009 – Feb	Significant revision. The Public Information Policy is now called the “Publicity Procedure.” This is broken out into “Public Information Policy”, “Photo Release Procedure” and “Publicity Procedure.”
2012 – Feb 12	“Photo Release Procedure” and “Publicity Procedure” moved to Procedures Manual.
2021 – May 17	Renamed from “Public Information Policy” to “Community Relations and Marketing Policy” and expanded to identify the roles and authority of the CRM Department.
Reviewed by	Executive Director, Community Relations and Marketing Manager

Social Media policy

The High Plains Library District uses and encourages the use of multiple social media platforms.

Social media and public information

Social media is a subset of public information function and policy. Social media presents several challenges to public information:

1. Public information distribution is typically in the hands of a *few* individuals. Social media involves a *great number of employees* with different styles and perspectives. The challenge is maintaining a style and perspective that is consistent with the brand, views and objectives of the organization.
2. Comments a District *employee* makes on social media on personal time and on personal accounts have legal protection in Colorado law under certain circumstances.
3. Comments by the *public* have some level of First Amendment protection.
4. Social media *platforms* are private enterprises that control what is and isn’t permitted, thus a potential conflict with freedom of speech.

This policy outlines the ways and means whereby the District uses social media while dealing with these challenges.

Purpose of social media

Social media serves several important purposes. Social media:

- is used to promote library initiatives, programs, and services and to communicate and engage with individuals and businesses online.

- is increasingly preferred over traditional public information sources to communicate immediately and directly with a target audience.
- extends the mission and vision of the District.
- is an extension of the District brand.
- can create a sense of community among library users.
- provides a forum for conversation about the District and its services.

Responsibility for social media

The District's Community Relations and Marketing (CRM) Department has responsibility for information posted on social media accounts.

The District's CRM Department grants access and authority to employees to post, comment, and share under the profile of the District. Under the guidance of CRM, employees can also start up new social media platforms that meet the organization's purposes. Employees who have been granted access to social media accounts have the following responsibilities:

- Following standards and best practices as determined by the CRM Department
- Accuracy in information content
- Representing the District positively and in a professional manner
- Maintaining a constant and steady presence on social media

Means of regulation

The District's CRM Department has several means to ensure that use of social media by employees represents the District appropriately. The CRM Department relies upon the following to provide a reasonable level of regulation:

- Social media platforms provide regulation of comments through their terms of agreement.
- The CRM Department provides standards, education, and coaching to employees for use of District social media accounts.
- The CRM Department monitors employee use of District social media accounts.
- The CRM Department investigates claims of inappropriate postings.
- The CRM Department works with supervisors in coaching, correcting or disciplining employees who have intentionally or unintentionally violated organizational standards.
- The CRM Department corrects or retracts employee posts on District social media accounts that violate legal or organizational standards.
- The CRM Department intervenes in situations in which comments by the public require guidance.

District social media accounts

Public information concerning the District, its employees and affiliates must not violate any laws or organizational directives, especially as they relate to discrimination, unlawful harassment, and illegal activities.

Some specific examples of prohibited social media conduct include posting material that violates copyright, or posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.

Employees may not disclose any sensitive, proprietary, confidential, or financial information about the District social media accounts. This would include District inventions, services strategy or products that have not been made public or without approval of CRM department.

Personal social media accounts

Under Colorado law (C.R.S. Sec. 24-34-402.5) it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.

The CRM Department does not intentionally monitor employee personal social media accounts. The CRM Department takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above.

Just as with District social media accounts, District employees using personal social media accounts may not disclose any sensitive, proprietary, confidential, or financial information about the District. This would include District inventions, services strategy or products that have not been made public or without approval of the CRM department. Individuals may be recognized as District employees and the comments could reflect on the organization.

District employee complaints regarding alleged discrimination, unlawful harassment or safety issues of the District shall be made using the complaint procedures in the Employee Handbook.

District employees can be held personally liable for posts on personal social media accounts by organizations and institutions other than the District, and posts made on personal accounts are not protected by the District. For this reason, employees should use caution with regards to exaggeration, obscenity, guesswork, copyrighted materials, legal conclusions, libel and derogatory remarks and characterizations.

District employees engaging in personal use of social media are expected to make clear that comments as an individual are not representative of the District.

Use of the District logo, trademarks, or branding on personal social media accounts is prohibited.

Related documents

Websites:

[C.R.S. 24-34-402.5 – Discriminatory or Unfair Employment Practices](#)

Other policies:

- Employee Handbook
- Community Relations and Marketing policy
- Privacy of User Records policy
- Patron Rights and Responsibilities statement
- Copyright policy

Procedures:

- Privacy of User Records procedure
- Community Relations and Marketing procedure
- Copyright procedure

Policy History	Social Media
2020 – Nov 16	New. There were policies and procedures in use by the organization, but these were never in final form or included in the policy manual. This policy explains why social media is important; the efforts taken by CRM to manage the challenges of staff, public, and vendor policy; and the interpretation of state law impacting personal social media accounts.
Reviewed by	Executive Director, Community Relations and Marketing Manager

Sponsorship policy

A sponsorship is a form of donation. As noted in the Donations Policy, financial donations are typically given for *general purposes*. A financial sponsorship is typically for a *specific event or project*. Sponsorships differ from partnerships in that partnerships may provide support, but not any financial contribution to the other organization.

District sponsorship of events or projects

The District is a tax-funded agency. Revenues that the District receives from taxpayers are intended to support library services. Accordingly, the District generally does not use funds in support of other agencies. The District does consider sponsorship opportunities in individual instances. Considerations for District sponsorship of events or projects are as follows:

- The event must be within the District service area.
- Ongoing events will be reviewed for continued sponsorship annually.
- Is the event free to the public?
- Does the event have a high profile?
- Does the event support literacy or promotion of community resources efforts?
- Is the event supporting a community of particular priority to the library at the time?
- Does the organizing entity have a mission that complements the District’s mission?
- Does the District have a partnership relationship with the organizing entity?
- Is this a larger organization, such as a school district, or an individual school?
- What are the sponsorship costs?
- What direct benefit does the District see as a result of providing sponsorship?
- How will it reflect on the District brand?

The District may offer to support the event in other forms such as providing a “prize” packet, providing promotional support, or purchasing booth space to both support the effort and promote the library.

District acceptance of sponsorships

The District will accept, and sometimes seeks, sponsorships from individuals and organizations. These can be in support of programs, events, or the collection. Sponsorships are received through and managed by the High Plains Library District Foundation or the Community Relations and Marketing Department. Considerations for acceptance are established by those departments.

Collection sponsorships

The District will consider sponsorships from organizations wishing to provide funding for the collection. Considerations in accepting these sponsorships include:

- The sponsor is able to identify the topic area, but the District’s Collection Resources Department will determine the specific titles to purchase.
- Whether the contribution is apt to result in a skewed or out of balance collection.
- These decisions will be in accordance with Collection Development procedures.

Approval

All sponsorship requests, to or from the District, must be forwarded to the Community Relations and Marketing Manager, the Foundation Director, the Associate Director of Public Services, the Collection Resources Manager, and the Executive Director for approval.

Recognition

Recognition of District sponsorship is negotiated with the organizing entity. Similarly, recognition of a sponsor for District programs and events varies, and will be agreed upon by the Executive Director, Foundation Director or Community Relations and Marketing Manager, and sponsor. Recognition of sponsors would be similar to those described in the District’s Donations Procedure.

Related documents

Other policies:

- Community Relations and Marketing policy
- Programming policy

Procedures:

- Sponsorship procedure

Policy History	Sponsorship
2010 – Feb 15	New. District may choose to sponsor events
2021 – Jan 18	Revised. The Policy and Guideline are combined. The policy is expanded to include sponsorships to and from the District. The policy adds criteria formerly listed only in the procedure. It also includes information about sponsorship of materials added to the library collection.

Reviewed by	Community Relations and Marketing Manager, Foundation Director, Executive Director
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PRIVACY AND IDENTITY THEFT

Privacy of User Records policy

Library borrowers are entitled to privacy in their use of the library and the collection. Library staff are responsible to ensure that information about library users, their library activities and use of the collection remains confidential.

Colorado Privacy of User Records statute

The District is governed in this policy by Colorado Revised Statute 24-90-119, Library Law – Privacy of User Records:

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

History:

Source: L. 83: Entire section added, p. 1023, § 1, effective March 22.

L. 2003: (1) and (3) amended and (2)(d) added, p. 2463, § § 17, 18, effective August 15.

Scope of the statute

District interpretation of the statute is:

- the scope of privacy extends not only to user records, but also to (1) use of the collection (2) library activity and (3) information about the borrower.
- the use of the word *shall* in paragraph 1 is an indication that this privacy is mandatory, with the exceptions in paragraph 2.
- the word *records* in paragraph 2 applies only to user records, defined as information that is on a borrower's library account.
- the word *may* in paragraph 2 is an indication that the District has some latitude in what is disclosed, dependent on reasonable operation of the library, consent of user, legal requirements, and access to the borrower's library card.
- the word *minor*, for the purposes of this policy, is defined by the District as anyone under the age of 18.
- the statute extends to anyone using the library who is not a registered borrower.

Assignment of permission

District interpretation of the statute is that a patron may grant permission to others to access the user's account. This permission (1) may be written by the patron at the time of registration for a library card, or (2) verbal consent given by the patron to staff at the time of registration or subsequently.

Parental presence

The parent or legal guardian of a minor must be physically present except when working with an institution, such as a school (1) at the time of registration or (2) when a minor wishes to obtain a replacement library card. For purposes of the library, the District defines a minor as anyone who is under the age of 18.

Access

According to the statute, a parent or legal guardian of a minor has access if they have the barcode number (or the library card). District interpretation is that this access is equal to that of the minor.

When the patron has granted access permission to others in the manner described above, District interpretation is that (1) it is not a requirement to have the library card or barcode number and that (2) granting of access extends only to information in the *user record*, and not to use of the collection, library activity, or information about the borrower. That information remains private, even to the parent or legal guardian of a minor, with the exceptions noted below.

District interpretation is that the amount of access to the user record can vary according to whether one is (1) a parent or legal guardian or (2) a peer, such as a spouse, sibling, or friend.

Parent or legal guardian access

Access granted to the user record for a designated parent or legal guardian of a minor includes the following:

- checking out new items on the patron's account
- renewing items on the account
- picking up a hold
- cancelling a hold
- adding a hold
- finding out what the patron currently has on hold
- finding out the patron's place in a holds queue
- getting a list of items checked out and due dates
- paying fines, including titles
- obtaining the minor cardholder's barcode number
- obtaining a replacement card
- changing information on the patron account
- resetting the PIN number
- deleting the patron record
- claiming an item has been returned
- claiming an item has been lost

Peer access (spouse, sibling, friend)

Access granted to the user record for a peer includes the following:

- checking out new items on the patron's account
- renewing items on the account
- picking up a hold
- cancelling a hold
- adding a hold
- finding out what the patron currently has on hold
- finding out the patron's place in a holds queue
- getting a list of items checked out and due dates
- paying fines, including titles
- claiming an item has been returned
- claiming an item has been lost

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

- obtaining the patron's barcode number
- obtaining a replacement card
- changing information on the patron account
- resetting the PIN number
- deleting the patron record

Minimum age

There is no minimum age required to receive a library card.

Exceptions

The District policy on privacy does not apply in the following instances:

- In the instances noted above, specifically (1) when a parent or legal guardian has access to a minor's library card or barcode number or (2) when the patron has granted permission to others to access their account within the limits described above.
- The statute permits disclosure when necessary for the reasonable operation of the library. District interpretation is that this is a case-by-case judgment of the Person in Charge.
- The library is not a place of refuge from law enforcement after being accused of committing an illegal act. See Patron Rights and Responsibilities Statement.
- When the library is presented with a subpoena or court order.
- When the policy conflicts with other laws, such as the first amendment right to photograph or videotape in a public space.
- Extreme instances where public safety or life and death issues are at stake.

District public information

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.

Related documents

Websites:

- [Colorado State Library Quick Guide for C.R.S. 24-90-119 – Privacy of User Records](#)
- [Colorado Department of Education C.R.S. 24-90-602 – Filtering Law](#)
- [USA PATRIOT Act](#)

Other policies:

- Patron Rights and Responsibilities statement
- Photography and Video Recording policy
- Security Cameras policy
- Community Relations and Marketing policy

Procedures:

- Privacy of User Records procedure
- Photography and Video Recording procedure
- Community Relations and Marketing procedure
- Security Cameras procedure

Policy History	Privacy of User Records
2002 – Nov	Earliest known version. Title is “Confidentiality Statement” and “Confidentiality of Library Records.”
2007 – Feb 19	The section of the law that allows parental access is added. Also, in prior versions, parent could get information on minor’s record only if items were at least 40 days overdue. This was shortened in 2007 version to allow sharing of information regardless of when materials are overdue.
2009 – Feb	Significant revision. Broken out into “Confidentiality Policy”, “Confidentiality Guideline” and “Confidentiality Procedure.”
2012 – Feb 12	“Confidentiality Procedure” moved into Procedures Manual. Also a sentence was removed and replaced with a sentence that “patron privacy is protected to the full extent of allowed under law.”
2020 – Nov 16	Significant revision. Confidentiality Policy and Confidentiality Guideline was eliminated and replaced by Privacy of User Records policy. The new policy provides the state law on Privacy of User Records and presents the District interpretation of language in the law. Primary issues addressed: (1) definition of “records”; (2) levels of access; (3) definition of “minor” changed from age 16 to age 18; (4) more detail on the exceptions.
Reviewed by	Executive Director, Associate Director of Public Services

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
Privacy of User Records policy
Service Delivery statement

Procedures:

HPLD Sierra 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
- Privacy of User Records policy
- Service Delivery statement

Procedures:

- HPLD Sierra Service Desk Circulation Guide
- Identity Theft procedure

Policy History	Identity Theft policy and guideline
2010 – Feb 15	New. Sections on “Identity Theft” and “Identity Theft Guideline.” Identifies how District responds to FTC’s Red Flag policies which outline organization’s responsibility for protecting consumers from identity theft
2011 – Mar 21	Revision. Clarifies that a photo ID with current residence information is sufficient for library card. If residence is not accurate, a second document is required.
2014 – Mar 17	Added that physical address is requirement to comply with Fair Debt Collection Practices Act.
Reviewed by	Finance Manager

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 Libraries Collaborate (CLC) rules
- Service Areas Outside of the District

Procedures:

- HPLD Sierra Service Desk Circulation Guide
- Interlibrary Loan Circulation procedures

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 18 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 Libraries Collaborate (CLC) rules
- Service Areas Outside of the District

Procedures:

- HPLD Sierra Service Desk Circulation Guide
- Interlibrary Loan Circulation procedures

Policy History	Circulation policy and guideline
1991 – July	Earliest known version. There is a section titled “Loan Policies.”
2002 – Nov	New. Circulation Policies includes: Patron registration, Verification, Unverified users, Juvenile cards, College students, Teacher status, Temporary status, Homebound, Nonresident status, Organization cards, Borrowing privileges, Limits on checkouts, Reserves/Holds, Library card unavailable, Renewals.
2007 – Feb 19	Removed sections on Teacher and Nonresident status. Added section on Interlibrary Loan.
2009 – Feb	Major revision. Divided into sections on “Circulation Policy”, “Circulation Guideline”, “Borrowing Procedure”, “Circulation Procedure” and “Interlibrary Loan Procedure.” Most of the information in previous policies has been moved to the procedure sections.
2012 – Feb 12	“Borrowing Procedure”, “Circulation Procedure”, “Interlibrary Loan Procedure” moved to Procedures Manual.
2015 – Apr 24	Circulation Guideline revised to clarify that parents must sign application form and parent and child must be physically present when card is issued for minors under age 16.
2020 – Nov 16	Board amended the definition of minor to age 18. Accordingly, the guideline was corrected to indicate that parent or guardian must be present for anyone under that age.
Reviewed by	Associate Director of Public Services

Internet Use policy

The collection of physical materials in a facility are the staple of what constitutes a library. What the Internet adds to libraries is a universe of information that is easily accessible to many people at the same time, with the only space requirement being that of the hardware.

In order for a library to fulfill its mission to the community:

- Access to the Internet is provided at no charge beyond what residents pay in taxes.
- Access to the Internet is provided equally, meaning that any registered user can use the resources of the Internet in the same way that the resources of the physical collection are available to all.
- 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*](#).

At the same time, there are limitations to the Internet:

- Unlike the library’s physical collection, there are no selection criteria by professional library staff. The Internet contains some information that is inaccurate and outdated. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information.
- Internet platforms are privately owned sources, which means that they each have their own regulations for what information is permissible on their platform.
- Libraries are legally regarded as a “limited public forum” and that concept applies to the Internet, just as it applies to other products and services of the District. This concept is explained below.
- District Internet Use policy is affected by two laws: one national law (Children’s Internet Protection Act) and one state law (Internet Protection in Libraries). The main concepts of these laws are explained below, followed by District interpretation and application of the laws.

In order to address some of the limitations of the Internet, the District provides the following:

- Library staff is available to help patrons navigate, identify, access, and evaluate resources on the Internet.
- Library staff provides classes to assist patrons in how to most effectively use the Internet and personal computer use.
- The District provides access to paid subscription databases. These offer the advantage that professional selection criteria by library staff have been applied, just as for other materials in the library collection.

Internet and limited public forum

The concept of “*limited public forum*” occurs in many places throughout this Policy Manual. This is a legal concept pertaining to first amendment protection of free speech. It is often contrasted to a *public forum*. A public forum has little restriction to free speech. In a limited public forum, free speech is not unlimited. There are reasonable restrictions provided that these relate to *time, place and manner*.

District policy on Internet use is governed by federal law (Children’s Internet Protection Act) and state law (Internet Protection in Libraries). The main provisions of these laws are described below, followed by an explanation of District interpretation and application of these laws.

Main provisions of the Children’s Internet Protection Act (CIPA)

This was signed into federal law in 2000 and is intended to allow Internet access while also ensuring security, privacy, and avoiding materials harmful to minors. The law was challenged by the American Library Association and American Civil Liberties Union in 2001. It was appealed to the Supreme Court. The law was upheld.

Main provisions of CIPA are as follows:

- Libraries must have an Internet safety policy and use technology protection measures (commonly called “filters”) in order to receive E-rate discounts and Library Services and Technology Act (LSTA) funds.
- The policy must provide measures to restrict minors’ access to inappropriate or harmful materials on the Internet; provide safety to minors on online communications; prevent hacking by minors; unauthorized disclosure of a minor’s personal information.
- Materials that are obscene or harmful to minors must be filtered when the computer is being used by minors. These terms are explained in the law.
- The filter can be disabled when the computer is being used by an adult, to enable access for “bona-fide research or other lawful purpose.”
- The law does not require libraries to track Internet use by adults or minors.

Main provisions of Colorado Internet Protection in Public Libraries law (CRS §24-90-601 et seq.)

This state law was made effective July 2004 and is intended to reflect the provisions of CIPA.

Main provisions of CRS §24-90-601 et. seq. are as follows:

- Libraries are required to adopt and *enforce* Internet safety policies consistent with CIPA.
- Filters are required on any computers that are accessed by minors.
- Defines “harmful to minors” as a visual depiction that appeals to prurient interests, depicts actual or simulated sexual contact, and taken as a whole lacks serious literary, artistic, political or scientific value to minors.
- Defines minor as under the age of 17.
- Defines “technology protection measure” as technology that blocks or filters Internet access.
- Allows for the brief disabling of filters for adults *or minors* doing *supervised* bona fide research if the computers are not in the children’s area.
- No involvement of library staff is needed if the library requires age verification library cards.
- Filters in a children’s area cannot be disabled.
- Libraries can filter access to materials in addition to those that are obscene.
- No action is required if a library has no budget for filtering software or cannot find free filters that meet the law’s requirements.

District interpretation of CIPA and state law

The District interpretation and application of these laws is as follows:

- The default is that all computers in all District facilities have active filtering software.
- Temporary disabling of filters is permitted for an adult upon their request when it is for bona fide research. The filters are re-enabled when the patron has completed their session.
- In order to comply with a request to disable filters for bona fide research, the patron may need to be moved to another area. This would be, for example, when the computer the patron is using is in an area frequented by minors.
- Disabling of filters for minors (defined as under age 17) is permitted if they are doing bona fide research. The minor must be under adult supervision.
- Filters in a children’s area cannot be disabled.
- Child pornography is illegal and therefore patently prohibited, even as bona fide research.

- Library staff are obligated to decline to disable filters if the computer is in an area adjacent to a children's area or where the computer is apt to be viewed by minors.
- Infractions relating to violations of Internet use may result in loss of computer privileges or expulsion for various periods of time.
- The District does maintain a list of the types of materials that are blocked by the filtering software.
- Patrons using their personal computers and viewing materials identified in the law will be required to move from the area where minors are present.

Rules for use

To comply with the laws and the District's policy on patron behavior, those using the Internet are expected to abide by the following:

- A library card is required to use the District's computers for Internet access. Limited privilege library cards are available to those who are visiting, or whose library activity is limited to computer access only.
- 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.
- Library staff are on hand to help patrons to navigate the Internet and evaluate information they find on the Internet. Staff can provide some basic instruction on how to get connected to the District's wi-fi. But staff cannot and will not provide detailed technical direction.
- All patrons must comply with the District's interpretation of federal and state law pertaining to the Internet.
- All computers in the District have filtering software.
- Patrons 17 years of age and older may request the filters be turned off in adult areas for bona fide research.
- Patrons younger than 17 years of age must have the parent, guardian or caregiver give express permission to turn off the filters. The parent, guardian or caregiver must provide direct supervision during the session.
- Unfiltered access is allowed only in adult areas and if the patron is engaged in bona fide research.
- 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 materials harmful to minors or explicit sites in the children's areas.
- 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.
- 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.

Inappropriate use

Patron behavior in District facilities is regulated by the Patron Rights and Responsibilities statement in this Policy Manual. Infractions relating to Internet use will result in loss of computer privileges or expulsion for various periods of time. Specific infractions include the following:

- Use of District computers and personal devices using the District’s wi-fi service 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 District.
- Attempts to enter the District network without authorization.
- Intentional propagation and/or transmission of computer viruses.
- Copyright infringement violations.

Wireless service

The District provides free wireless network (wi-fi) access in all of its facilities, which permits Internet access from an individual’s personal laptop or similar devices. Important things to know about this service:

- Before signing onto wireless network access, a patron must agree to comply with the District’s terms of service.
- Library staff will provide basic instruction in accessing the District’s wireless service, but staff are unable to provide technical assistance and no guarantee can be made that individuals will be able to make a connection to the wireless service.
- The 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. The District assumes no responsibility for providing virus protection or other security measures.
- Individuals using wireless access are expected to comply with other provisions in this Internet policy.
- If the patron is accessing materials that would be in violation of the laws or District policy, but it is for bona fide research, 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 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.

Printing

Printing and copying of materials from the Internet are another service of the District. The District allows for the printing and copying of a certain number of pages without cost. Details concerning printing are described in the Fines and Fees policy elsewhere in this Policy Manual.

Related documents

Websites:

- [Children’s Internet Protection Act \(CIPA\)](#)
- [Colorado State Library Quick Guide for C.R.S. 24-90-601 et seq.](#)
- [MyLibrary.us – Computers and Wi-fi](#)

Other policies:

- Patron Rights and Responsibilities statement
- Fines and Fees policy

Policy History	Internet Use
2002 – Nov	Earliest known version. Titled “Public Access to the Internet.”
2007 – Feb 19	Retitled “Internet Use Policy.” Added new policy titled “Wireless Access.”
2009 – Feb	Significantly revised. Broken out into “Internet Use Policy”, “Internet Use Guideline”, “Internet Use Rule”, “Wireless Internet Access Guideline.”
2011 – Mar 21	Added clarification to the “Wireless Internet Access Guideline” that individuals may be asked to move if the site being viewed is not appropriate for the area in which they are seated.
2021 – May 17	Significantly revised to spell out the requirements of the federal and state laws on Internet protection, and the District’s interpretation and application of those requirements.
Reviewed by	Associate Director of Public Services, Executive Director

Proctoring policy

The High Plains Library District provides exam proctoring service. This service is offered free of charge. There is no requirement that the student live within the boundaries of the District.

The following guidelines articulate the responsibilities of the student, the library and the proctor, and any disclaimers.

Student responsibilities

- Complete the [Proctoring Request Formstack](#) allowing for five business days for review and scheduling of an appointment.
- Determine that the library’s resources, including installed software and physical environment, meet the exam requirements.
- Arrange for all necessary exam information to be completed in accordance with the institution’s deadline (approval of proctor, receiving the examination, taking the test, returning the test before deadline).
- Pay for any expenses associated with the exam, such as prepaid envelopes or photocopying.
- Provide photo identification at the time of the exam.
- 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.

Library responsibilities

- Contact the student within five business days after receiving the Exam Proctoring Request Formstack.
- 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 applicable.
- 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.
- Return the exam to the institution in a timely manner, if applicable.

Disclaimers

- Library will not offer walk-in proctoring.
- Proctor and library will not be responsible for unforeseen events, such as network or equipment failure, lost or delayed mail, proctor illness, or library closure.
- Proctor and library will not be responsible for completed tests not received by the institution.
- Proctor will not install special software onto computers.
- Proctor will not provide personal information, such as home phone number or social security number.
- Proctor will not arrange for special shipping services such as UPS, FedEx or DHL.
- Proctor will not allow use of cell phones or visiting with others during examination.

Related documents

Websites:

[Proctoring Request Formstack](#)

[MyLibrary.us – Proctoring](#)

Policy History	Proctoring
2011 – Mar 21	New. Identifies expectations of the public.
2014 – Mar 17	Broken out into “Proctoring Policy” and “Proctoring Guideline.” Significant expansion from previous version.
2021 – May 17	Revised. Combined Policy and Guideline. Added some clarifying language.
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

Policy History	Programming
2010 – Feb 15	New. Sections titled “Programming Policy” and “Programming Guideline.” The policy outlines program priorities and the guidelines describes how programming priorities are set.
2012 – Feb 12	Revision. Amended the Guideline to include additional criteria for program proposals and added a statement to include provision of interpreter services.
2014 – Mar 17	Revision. Amended Policy. Previous policy focused on literacy. New policy emphasizes programs will fulfill civic role and positioning library as a cultural center and community gathering place.
2015 – Apr 24	Revision. Deleted Guideline. Policy rewritten to emphasize patron experiences and library as center for growth and development of new ideas.
Reviewed by	Associate Director of Public Services

POLICY MANUAL HISTORY BY POLICY TITLE

Date	Section	Policy Title	Changes
2009 – Feb	Financial	Accounts Payable Procedure	New.
2012 – Feb 12	Financial	Accounts Payable Procedure	“Accounts Payable Procedure” moved to Procedures Manual.
2009 – Feb	Facilities	Alcohol at Events	New. Includes “Alcohol at Events Policy” and “Alcohol at Events Procedure.”
2012 – Feb 12	Facilities	Alcohol at Events	“Alcohol at Events Procedure” is moved to Procedures Manual
2015 – Apr 24	Facilities	Alcohol at Events	Minor change to use consistent language that places Executive Director first.
2020 – May 18	Facilities	Alcohol at Events	Reviewed but no changes
2009 – Feb	Facilities	Artwork	New. Includes Art accession and deaccession procedure.
2011 – Mar 21	Facilities	Artwork	Separates Art acquisition and deaccessioning practices from Display practices. All references to loans were moved to Displays section. Ability to sell art if accompanied by donation to Foundation added.
2015 – Apr 24	Facilities	Artwork	“Art Exhibit application” form included on the MyLibrary website, with links from policy manual (in sections on “Art Guideline”, “Displays and Exhibits Policy and Guideline”, “Gifts and Donations”)
2020 – Dec 7	Facilities	Artwork	Content is the same, but the Art Policy and Guideline, Displays and Exhibits Policy and Guideline are all combined under “Artwork Policy.”
2009 – Feb	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	New. Describes the process for nomination and selection of Library Board members.
2012 – Feb 12	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	Revision. Guideline amended from “representing an area” to “identified region.” Procedure moved to Procedure Manual.
2019 – Sept 16	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	Removed from Policy Manual because this process is superseded by process that came out of the 2017 court settlement.
1991 – July	Services	Circulation Policy and Guideline	Earliest known version. There is a section titled “Loan Policies.”

Date	Section	Policy Title	Changes
2002 – Nov	Services	Circulation Policy and Guideline	New. Circulation Policies includes: Patron registration, Verification, Unverified users, Juvenile cards, College students, Teacher status, Temporary status, Homebound, Nonresident status, Organization cards, Borrowing privileges, Limits on checkouts, Reserves/Holds, Library card unavailable, Renewals.
2007 – Feb 19	Services	Circulation Policy and Guideline	Removed sections on Teacher and Nonresident status. Added section on Interlibrary Loan.
2009 – Feb	Services	Circulation Policy and Guideline	Major revision. Divided into sections on “Circulation Policy”, “Circulation Guideline”, “Borrowing Procedure”, “Circulation Procedure” and “Interlibrary Loan Procedure.” Most of the information in previous policies has been moved to the procedure sections.
2012 – Feb 12	Services	Circulation Policy and Guideline	“Borrowing Procedure”, “Circulation Procedure”, “Interlibrary Loan Procedure” moved to Procedures Manual.
2015 – Apr 24	Services	Circulation Policy and Guideline	Circulation Guideline revised to clarify that parents must sign application form and parent and child must be physically present when card is issued for minors under age 16.
2020 – Nov 16	Services	Circulation Policy and Guideline	Board amended the definition of minor to age 18. Accordingly, the guideline was corrected to indicate that parent or guardian must be present for anyone under that age.
1991 – July	Collection Development	Collection Development	Earliest known version. Titled “Materials Selection.” Includes sections on Objectives, Responsibility for Selection, General Criteria for Selection, Freedom of Selection, Challenged Materials, Gifts and Special Collections, Disposal of books and non-print materials (weeding).
2004 – Apr	Collection Development	Collection Development	Retitled “Collection Development Policy.” Includes most of what is in 1991 version, but has added section on “Weld Library District Donation Policy” and includes gifts of money and volunteering.

Date	Section	Policy Title	Changes
2007 – Feb 19	Collection Development	Collection Development	Revision. Includes many of same titles as in earlier versions, but significantly expanded narrative and topics. Sections on “Disposal of Materials” and “Challenged Materials” moved to Collection Development policy “Retention” and “Reconsideration” respectively. A “Reconsideration Form” is in the appendix to Policy Manual.
2009 – Feb	Collection Development	Collection Development	Revision. The 2007 version is shortened. Has been broken out into “Collection Development Policy”, “Collection Development Guideline” and “Collection Development Procedure.”
2012 – Feb 12	Collection Development	Collection Development	The “Collection Development Procedure” is moved to Procedures Manual.
2013 – Feb 18	Collection Development	Collection Development	Added “Collection Development Statement” and “Collection Selection FAQ.”
2014 – Mar 17	Collection Development	Collection Development	Added wording to the “Collection Selection FAQ”: works created by local author or musician are given special consideration.
2015 – Apr 24	Collection Development	Collection Development	Collection Selection FAQs amended: District does not accept replacement editions in place of lost or damaged items.
2018 – Aug 20	Collection Development	Collection Development	Major revision. Retains some of former policy, but most of entire section is added or rewritten. Eliminated the “Collection Development Policy”, “Collection Development Guideline”, “Collection Selection FAQ” and added sections on Online Collection, Special Collections, Cooperative Networks, Guidelines for Authors.
2002 – Nov	Publicity	Community Relations and Marketing	Earliest known version and titled “Public Information”. Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2007 – Feb 19	Publicity	Community Relations and Marketing	Section on tours removed.
2009 – Feb	Publicity	Community Relations and Marketing	Significant revision. The Public Information Policy is now called the “Publicity Procedure.” This is broken out into “Public Information Policy”, “Photo Release Procedure” and “Publicity Procedure.”

Date	Section	Policy Title	Changes
2012 – Feb 12	Publicity	Community Relations and Marketing	“Photo Release Procedure” and “Publicity Procedure” moved to Procedures Manual.
2021 – May 17	Publicity	Community Relations and Marketing	Renamed from “Public Information Policy” to “Community Relations and Marketing Policy” and expanded to identify the roles and authority of the CRM Department.
2007 – Feb 19	Financial	Contracted Services policy	New. Titled “Procurement Policy”
2011 – Mar 21	Financial	Contracted Services policy	New section to state due diligence in reviewing contractual documents
2013 – Feb 18	Financial	Contracted Services policy	Addition to indicate factors that influence whether to utilize contracted services
2012 – Feb 12	Collection Development	Copyright	Copyright is included in “Collection Development Statement.” Added that the District will operate within provisions of corporate licensing agreements (in addition to United States copyright laws.)
2019 – Sept 16	Collection Development	Copyright	Major revision. Definition of fair use; steps when one believes District has violated copyright; what District does when there are public violations
2013 – Feb 18	Definitions	Definitions	New.
1991 – July	Facilities	Display and Exhibits Policy and Guideline	Earliest known version.
2002 – Nov	Facilities	Display and Exhibits Policy and Guideline	Added paragraphs to indicate District not responsible for damage and doesn’t insure items. Requires lender to sign agreement.
2009 – Feb	Facilities	Display and Exhibits Policy and Guideline	Added language and separated into “Display and Exhibits Policy”, “Display and Exhibits Guideline”, “Display and Exhibits Procedure.”
2011 – Mar 21	Facilities	Display and Exhibits Policy and Guideline	Separates Art acquisition and deaccessioning practices from Display practices. All references to loans were moved to “Displays and Exhibits” section. Ability to sell art if accompanied by donation to Foundation added.
2012 – Feb 12	Facilities	Display and Exhibits Policy and Guideline	“Displays and Exhibits Procedure” moved to Procedure Manual.

Date	Section	Policy Title	Changes
2015 – Apr 24	Facilities	Display and Exhibits Policy and Guideline	Reviewed without amendment.
2020 – Dec 7	Facilities	Displays and Exhibits Policy and Guideline	This was absorbed into Artwork policy.
1991 – July	Fundraising	Donations	Earliest known version. Titled “Gifts and Special Collections.” Includes gifts of money; emphasis is on gifts of books and other materials.
2004 – Apr	Fundraising	Donations	Revision. Broken out into sections on Books and other materials, monetary donations, volunteering.
2007 – Feb 19	Fundraising	Donations	Revision. Added a section on “Donor Recognition” about naming portions of the library after individuals or organizations.
2009 – Feb	Fundraising	Donations	Revision. Broken into sections on “Gifts and Donations Policy”, “Gifts and Donations Guideline” and “Gifts and Donations Procedure.”
2012 – Feb 12	Fundraising	Donations	“Gifts and Donations Procedure” moved to Procedures Manual.
2015 – Apr 24	Fundraising	Donations	Addition. Donations of historical or genealogical significance require an agreement that gives District the right to duplicate the content.
2020 – Dec 7	Fundraising	Donations	Revision. This revision collects in one place information about the various types of donations accepted by the District. It consolidates the “Gifts and Donations Policy and Guideline” into one “Donations Policy.” It updates the previous policy to reflect that the District now accepts donations of materials (books etc.) on a limited basis. There is also a section added on donations of the District to other organizations that was not in the previous version.
2009 – Feb	Service Areas	Establishment of District Facilities	New. Describes process for determining when new branches will be added; includes stipulations for library facilities, site selection and co-location.
2012 – Feb 12	Service Areas	Establishment of District Facilities	This is absent from the policy manual

Date	Section	Policy Title	Changes
2013 – Feb 18	Service Areas	Establishment of District Facilities	This is now in the Policy Manual. The section has been edited from the 2009 version.
2019 – Sept 16	Service Areas	Establishment of District Facilities	This is removed from the Policy Manual because it is now part of the Facilities Master Plan.
2009 – Feb	Financial	Expenditure policy	New.
1991 – July	Financial	Financial Assets	Earliest known version. Includes section on “Financial Policies.”
2007 – Feb 19	Financial	Financial Assets	New. Titled “Investment Policy.” Sections: scope, investment objectives, delegation of authority, prudence, ethics, conflict of interest, authorized securities and transactions, investment diversification, investment maturity and liquidity, competitive transactions, selection of broker/dealers, selection of banks, safekeeping and custody, performance benchmarks, reporting, policy revisions
2009 – Feb	Financial	Financial Assets	Revision. Broken into “Investment Policy” and “Investment Procedure.” The policy is much shorter than the 2007 version.
2012 – Feb 12	Financial	Financial Assets	“Investment Procedure” is moved to Procedures Manual.
2013 – Feb 18	Financial	Financial Assets	Originally titled “Investment Policy” but was changed to “Financial Assets”: because the title “Investment Policy” is maintained by Finance Office and required by law to use that terminology. The statement is same as the 2009 version. A sentence was added to identify scope of financial assets.
2002 – Nov	Financial	Fines and fees	Earliest known version. Includes fines for overdues, and fees for extra services, damages and lost items.
2007 – Feb 19	Financial	Fines and fees	Includes list of fees, meeting room charges
2009 – Feb	Financial	Fines and fees	Fines and fees no longer appears in Policy Manual. It is an independent document.
2011 – Mar 21	Financial	Fines and fees	Fines and fees list is separate from Policy Manual, but approved by Board.

Date	Section	Policy Title	Changes
2012 – Feb 12	Financial	Fines and fees	Fines and fees list is separate from Policy Manual, but approved by Board.
2015 – Apr 24	Financial	Fines and fees	Updated list Fines and fees list is separate from Policy Manual, but approved by Board.
2018 – Oct 15	Financial	Fines and Fees	Fines and fees policy is added back into Policy Manual. Policy clarifies that there are no overdue fines, but there is a replacement fee if items are kept longer than 42 days.
2020 – May 18	Financial	Fines and fees	Revision. Clarifies distinction between fines and fees; adds that all fines and fees require Board approval; updates printing and copying practices; allows patrons to purchase extra credits; allows staff to limit excessive printing or copying; eliminates fee for replacement library cards
2019 – Sept 16	Facilities	Flags	New. Added in response to Board decision to post US flag posted at Board meetings and outside facilities.
2019 – Sept 16	Collection Development	Genealogy Collection	New. Written because there are aspects of genealogy collection not applicable to other parts of collection
1991 – July	Governance	Governance Policy	Earliest known version. Titled “Government of the Weld Library District.”
2002 – Nov	Governance	Governance Policy	Revised. Shortened to indicate the source of District’s authority.
2007 – Feb 19	Governance	Governance Policy	Titled “Governing of the Weld Library District” but the text is same as 2002 version.
2009 – Feb	Governance	Governance Statement	Retitled “Governance Statement” but the text is same as 2002 version.
2021 – May 17	Governance	Governance Policy	Expanded significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and bylaws and responsibilities of the Board of Trustees.
1991 – July	Fundraising	High Plains Library District Foundation	Earliest known version. Title of section is “Library Support Groups” and includes sections on Friends of the Library and Volunteers

Date	Section	Policy Title	Changes
2007 – Feb 19	Fundraising	High Plains Library District Foundation	Titled “Library Support Groups.” The section on Friends of the Library is replaced by Weld Library District Foundation, incorporated on October 25, 2000.
2009 – Feb	Fundraising	High Plains Library District Foundation	Significant revision, and broken out into sections on “High Plains Library District Foundation Role Policy”, “Foundation and Library Relationship Procedure”, “Foundation Role Procedure” with subsections on “Support for All Libraries”, “Support for High Plains Library District”, “Support for Member Libraries.”
2012 – Feb 12	Fundraising	High Plains Library District Foundation	“Foundation and Library Relationship Procedure”, “Foundation Role Procedure” moved to Procedures Manual.
2013 – Feb 18	Fundraising	High Plains Library District Foundation	Two minor changes: (1) a duplicate sentence was removed and (2) clarifies specific relationship between Board and Foundation Board. See also Foundation By-Laws.
2020 – June 15	Fundraising	High Plains Library District Foundation	Significant revision. Combined “HPLD Foundation Establishment” and “HPLD Foundation Role Policy” into one policy. Rewritten to identify mission, non-profit designation change, memorandum of understanding, fund-raising, use of funds, Foundation Board, Foundation Director, partnerships, volunteers.
1991 – July	Basis Documents	High Plains Library District Introduction	Earliest known fragment appears in section “General Policies.”
2002 – Nov	Basis Documents	High Plains Library District Introduction	Revised. Appears in section “Weld Library District” and “Weld Library District General Policies.”
2007 – Feb 19	Basis Documents	High Plains Library District Introduction	Revised and expanded. Retitled “Introduction.”
2010 – Feb 15	Basis Documents	High Plains Library District Introduction	Revised to clarify legal status of District.
2011- Mar 21	Basis Documents	High Plains Library District Introduction	Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs).
2014 – Mar 17	Basis Documents	High Plains Library District Introduction	Adds that the District operates in compliance with Federal and state statutes.

Date	Section	Policy Title	Changes
2010 – Feb 15	Privacy and confidentiality	Identity Theft Policy and Guideline	New. Sections on “Identity Theft” and “Identity Theft Guideline.” Identifies how District responds to FTC’s Red Flag policies which outline organization’s responsibility for protecting consumers from identity theft
2011 – Mar 21	Privacy and confidentiality	Identity Theft Policy and Guideline	Revision. Clarifies that a photo ID with current residence information is sufficient for library card. If residence is not accurate, a second document is required.
2014 – Mar 17	Privacy and confidentiality	Identity Theft Policy and Guideline	Added that physical address is requirement to comply with Fair Debt Collection Practices Act.
2002 – Nov	Services	Internet Use Policy, Guideline, Rules	Earliest known version. Titled “Public Access to the Internet.”
2007 – Feb 19	Services	Internet Use Policy, Guideline, Rules	Retitled “Internet Use Policy.” Added new policy titled “Wireless Access.”
2009 – Feb	Services	Internet Use Policy, Guideline, Rules	Significantly revised. Broken out into “Internet Use Policy”, “Internet Use Guideline”, “Internet Use Rule”, “Wireless Internet Access Guideline.”
2011 – Mar 21	Services	Internet Use Policy, Guideline, Rules	Added clarification to the “Wireless Internet Access Guideline” that individuals may be asked to move if the site being viewed is not appropriate for the area in which they are seated.
2020 – June 15	Facilities	Lost and Found	New. Identifies how long items will be retained and proper disposition.
1994 – Mar 28	Facilities	Meeting Rooms	New. Appears as an addendum to policy manual.
2007 – Feb 19	Facilities	Meeting Rooms	Similar to 1994 version, but with additions pertaining to use of the Nomad system, changes to damage deposits
2009 – Feb	Facilities	Meeting Rooms	Major revision. Broken out into “Meeting Rooms Policy”, “Meeting Rooms Guideline”, “Meeting Rooms Procedure”, “Meeting Room Rules”.

Date	Section	Policy Title	Changes
2011 – Mar 21	Facilities	Meeting Rooms	In Guideline, made separate document about security deposits and statement about fees from some meeting rooms. Added time limit for how long room is guaranteed. Adjusted for variations in DSS facility. Provided information about using library study rooms.
2012 – Feb 12	Facilities	Meeting Rooms	Revision. “Meeting Rooms Procedure” moved to Procedure Manual. Also added a rule about what library will provide and what supplies need to be provided by patron
2014 – Mar 17	Facilities	Meeting Rooms	Revision. Clarified when alcoholic beverages permitted; clarified that adult presence is required in meeting rooms.
2018 – Oct 15	Facilities	Meeting Rooms	Major revision. Rearranged the information; added opening statement about purpose of meeting rooms; clarified some points in the policy.
2020 – May 18	Facilities	Meeting Rooms	Revision. Reviewed to align with policies on alcohol and solicitation, first amendment rights and fund-raising; allows reservations regardless of fines; adds vaping as prohibited activity; clarifies conditions for soliciting, free speech, fundraising; disallows early room setups; clarifies reservations without a library card; requires that an adult (age 18 and up) to be present at meetings
2009 – Feb	Financial	Member Project Funding	New.
2013– Feb 18	Financial	Member Project Funding	Reviewed but no change.
2021 – Jan 18	Financial	Member Project Funding	Revision. Policy and Guideline merged, added language, and minor reordering of the policy.
1991 – July	Basis Documents	Mission Statement	Earliest known version. Includes mission, goals, general policies.
2007 – Feb 19	Basis Documents	Mission Statement	Revised wording. Titled “Mission.”
2009 – Feb	Basis Documents	Mission Statement	Retitled “Mission Statement.” Replaces former mission with “Connecting communities to information, inspiration and entertainment for life.”

Date	Section	Policy Title	Changes
2020 – June 15	Basis Documents	Mission Statement	Replaces former mission statement with “Helping Build Community.”
2011 – Mar 21	Services	Notary Policy and Guideline	New. Added service.
2012 – Feb 12	Services	Notary Policy and Guideline	Clarifies that Colorado Notaries do not provide I-9 verification.
2014 – Mar 17	Services	Notary Policy and Guideline	Identifies that District notaries do not notarize petitions, complex real estate documents, and Notices of Dishonor.
2018 – Aug 20	Services	Notary Policy and Guideline	“Notary Policy and Guideline” were removed because the District no longer provides this service.
2014 – Mar 17	Governance	Open Records Requests	New. Titled “Public Records Request Guideline.”
2015 – Apr 24	Governance	Open Records Requests	Revision. Adds sentence connecting state laws to federal laws; adds language to indicate amount of research time spent before assessing a fee.
2019 – Mar 18	Governance	Open Records Requests	Revision. Retitled “Open Records Requests.” Rewrite of 2014 version, much expanded to include requests, responses, fees charged, deposits.
2009 – Feb	Basis Documents	Operating Principles for staff	New.
2012 – Feb 12	Basis Documents	Operating Principles for staff	Does not appear in this edition.
2018 – Oct 15	Basis Documents	Operating Principles for staff	Revised. “We never say no” replaced with “we strive for yes.”
2009 – Feb	Service Areas	Outreach Service Area Definitions	New. Titled “Outreach Definitions.”
2013 – Feb 18	Service Areas	Outreach Service Area Definitions	Revision. Title changed to “Outreach Service Area Definitions.” Expands on 2009 version and includes sections on bookmobile stops, deposits, locations with volunteers and homebound delivery.
2015 – Apr 24	Service Areas	Outreach Service Area Definitions	Section on Homebound Delivery is removed because this is no longer a provided service.

Date	Section	Policy Title	Changes
2020 – May 18	Facilities	Pandemic	New. Identifies resources for making decisions on pandemic; which authority prevails in cases of conflicting information; identifies the broad strategies for managing pandemic
2002 – Nov	Basis Documents	Patron Rights and Responsibilities Statement	Earliest known version. Titled “Patron Rights and Responsibilities.” Also includes “Statement of Responsibility Regarding Children in the Library.”
2004 – Apr	Basis Documents	Patron Rights and Responsibilities Statement	Revised. The statement on children which was separate in 2002 version is now incorporated into this policy.
2007 – Feb 19	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Some of the 2004 version remains, but the section is significantly expanded.
2009 – Feb	Basis Documents	Patron Rights and Responsibilities Statement	Title changed to “Patron Rights and Responsibilities Statement.”
2010 – Feb 15	Basis Documents	Patron Rights and Responsibilities Statement	Added “Security Policy and Guideline.” Added statement that library is not a refuge from law enforcement.
2011 – Mar 21	Basis Documents	Patron Rights and Responsibilities Statement	Retitled “Security Policy and Guideline” to “Safety and Security Policy and Guideline.”
2012 – Feb 12	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Eliminated specific examples of assuming identity of another person without authorization.
2019 – Sept 16	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Significantly rearranged and combined policies; added information on suspensions, appeal of suspension, suspension of minors
2020 – May 18	Facilities	Photography and Video Recording	New. Identifies locations where photos and videorecording by public are allowed as well as staff and media limitations.
2021 – Jan 18	Policy Process	Policy Process	New. Outlines the stages of developing, approving and posting policies and procedures of the District.
2002 – Nov	Facilities	Posting and Distribution	New. Titled “Guidelines for the posting of non-library materials and the distribution of non-library publications.”
2009 – Feb	Facilities	Posting and Distribution	Revision. Separated into “Posting and Distribution Policy” and “Posting and Distribution Procedure.”

Date	Section	Policy Title	Changes
2012 – Feb 12	Facilities	Posting and Distribution	“Posting and Distribution Procedure” is moved to Procedures Manual.
2019 – Sept 16	Facilities	Posting and Distribution	Revision. Identifies limitations on materials posted or distributed, especially election materials
2002 – Nov	Privacy and confidentiality	Privacy of User Records	Earliest known version. Title is “Confidentiality Statement” and “Confidentiality of Library Records.”
2007 – Feb 19	Privacy and Confidentiality	Privacy of User Records	The section of the law that allows parental access is added. Also, in prior versions, parent could get information on minor’s record only if items were at least 40 days overdue. This was shortened in 2007 version to allow sharing of information regardless of when materials are overdue.
2009 – Feb	Privacy and Confidentiality	Privacy of User Records	Significant revision. Broken out into “Confidentiality Policy”, “Confidentiality Guideline” and “Confidentiality Procedure.”
2012 – Feb 12	Privacy and confidentiality	Privacy of User Records	“Confidentiality Procedure” moved into Procedures Manual. Also a sentence was removed and replaced with a sentence that “patron privacy is protected to the full extent of allowed under law.”
2020 – Nov 16	Privacy and confidentiality	Privacy of User Records	Significant revision. Confidentiality Policy and Confidentiality Guideline was eliminated and replaced by Privacy of User Records policy. The new policy provides the state law on Privacy of User Records and presents the District interpretation of language in the law. Primary issues addressed: (1) definition of “records”; (2) levels of access; (3) definition of “minor” changed from age 16 to age 18; (4) more detail on the exceptions.
2011 – Mar 21	Services	Proctoring	New. Identifies expectations of the public.
2014 – Mar 17	Services	Proctoring	Broken out into “Proctoring Policy” and “Proctoring Guideline.” Major expansion of previous policy.
2021 – May 17	Services	Proctoring	Minor revision. Combined the policy and guideline into policy and added some clarifying language.

Date	Section	Policy Title	Changes
2010 – Feb 15	Services	Programming	New. Sections titled “Programming Policy” and “Programming Guideline.” The policy outlines program priorities and the guidelines describes how programming priorities are set.
2012 – Feb 12	Services	Programming	Revision. Amended the Guideline to include additional criteria for program proposals and added a statement to include provision of interpreter services.
2014 – Mar 17	Services	Programming	Revision. Amended Policy. Previous policy focused on literacy. New policy emphasizes programs will fulfill civic role and positioning library as a cultural center and community gathering place.
2015 – Apr 24	Services	Programming	Revision. Deleted Guideline. Policy rewritten to emphasize patron experiences and library as center for growth and development of new ideas.
2002 – Nov	Publicity	Public information	Earliest known version. Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2020 – Dec 7	Basis Documents	Public Statements	New. The Board of Trustees makes most public statements through policies. This policy was developed at request of the Board to assist in determining when and if it’s appropriate to make <i>other</i> public statements concerning issues such as elections and ballot, health and safety and social issues.
2009 – Feb	Facilities	Recycling	New. Titled “Recycling Policy” and “On-Site Recycling Procedure.”
2012 – Feb 12	Facilities	Recycling	“On-Site Recycling Procedure” moved to Procedures Manual.
2019 – Sept 16	Facilities	Recycling	Removed. District discontinued battery recycling. District uses recycling service for books that District unable to sell.

Date	Section	Policy Title	Changes
2018 – Oct 15	Facilities	Security Cameras	New. Balances importance of safety and security with need for patron privacy
2018 – Aug 20	Facilities	Service Animals	New to policy manual. Former procedure was to allow all animals; this new policy restricts to service animals only.
2009 – Feb	Service Areas	Service Area Definitions	New. Provides overview of District library locations, member libraries and outreach services.
2012 – Feb 12	Service Areas	Service Area Definitions	This is absent from the policy manual
2013 – Feb 18	Service Areas	Service Area Definitions	Added back in Policy Manual.
1991 – July	Service Areas	Service Areas Outside of the District	Earliest known version appears in section titled “Affiliation with other library agencies.” There is a reference to the High Plains Regional Library Service System and that Centennial Park is resource center for that system.
2004 – Apr	Service Areas	Service Areas Outside of the District	Changed from High Plains Regional Library system to Colorado Library Consortium (CLiC)
2007 – Feb 19	Service Areas	Service Areas Outside of the District	New section on “Local CLC (Colorado Libraries Collaborate) Policy” added, separate from “Service Areas Outside of the District”.
2009 – Feb	Service Areas	Service Areas Outside of the District	Section is retitled “Colorado Library Card (CLC) Procedure”; is separate from “Service Areas Outside of the District”.
2012 – Feb 12	Service Areas	Service Areas Outside of the District	“Colorado Library Card Procedure” is moved to Procedures Manual.
2013 – Feb 18	Service Areas	Service Areas Outside of the District	Section retitled “Colorado Library Card (CLC) Rules” and is moved to Service Areas section of the Policy Manual.
2015 – Apr 24	Service Areas	Service Areas Outside of the District	Revision. Section on “Colorado Library Card (CLC) Rules” removes (1) requirement that patron present home library card to obtain District card; (2) that patron must be in good standing at home library. Also added two statements that CLC borrowers may not borrow laptop, projector, but can use databases and downloadable materials.

Date	Section	Policy Title	Changes
2019 – Sept 16	Service Areas	Service Areas Outside of the District	Revision. Retitled “Colorado Libraries Collaborate (CLC) Rules”; combines policy on affiliations with section on CLC rules; uses new language from state guidelines; adds that CLC patrons are not eligible for Specialty Checkout.
1991 – July	Service Areas	Service Delivery Statement	Earliest known version. Has section on Branch Libraries.
2009 – Feb	Service Areas	Service Delivery Statement	Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.
2011 – Mar 21	Service Areas	Service Delivery Statement	Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services.
2012 – Feb 12	Service Areas	Service Delivery Statement	Amended language to clarify that member libraries have local boards that determine services and programs.
2015 – Apr 24	Service Areas	Service Delivery Statement	Section on Homebound Delivery is removed because this is no longer a provided service.
2009 – Feb	Financial	Signature Authority Procedure	New.
2009 – Feb	Financial	Signature Authority Procedure	“Signature Authority Procedure” moved to Procedures Manual.
2007 – Feb 19	Facilities	Smoking	New. No smoking allowed within 25 feet on entryway.
2009 – Feb	Facilities	Smoking	Similar to 2007 but rearranged.
2014 – Mar 17	Facilities	Smoking	Revision. Added language to exclude smoking of marijuana or tobacco products.
2015 – Apr 24	Facilities	Smoking	Revision. Amended language to exclude smoking of “any type” and added phrase to indicate some locations may have signs posted that exceed standard distance of 25 feet.
2020 – Nov 16	Publicity	Social Media	New. Provides information on challenges of social media, means of regulation, and use of District and personal social media accounts.

Date	Section	Policy Title	Changes
2007 – Feb 19	Facilities	Soliciting, Free Speech and Fundraising Activities	New. Titled “Soliciting, Petitioning and Fundraising”
2020 – May 18	Facilities	Soliciting, Free Speech and Fundraising activities	Revision. Changed title. Expands on concept of ‘limited public forum’; identifies where each of these activities can occur in and outside of library
2010 – Feb 15	Publicity	Sponsorships	New. District may choose to sponsor events
2021 – Jan 18	Publicity	Sponsorships	Revision. The policy and guideline are combined. The policy is expanded to include sponsorships to and from the District. The policy adds criteria formerly listed only in the procedure. It also includes information about sponsorship of materials added to the library collection.
2012 – June	Facilities	Sustainability	New.
2013 – Feb 18	Facilities	Sustainability	Policy approved by Board in 2012 but not added until 2013 version
2007 – Feb 19	Basis Documents	Values and Principles Statement	New. Titled “Values and Principles.” Nine paragraphs of narrative description of values and principles.
2009 – Feb	Basis Documents	Values and Principles Statement	Retitled “Values and Principles Statement.” In the 2007 Policy Manual, these were the “Vision.”
2007 – Feb 19	Basis Documents	Vision Statement	New. Titled “Vision.” Includes sections on Our Patrons, Our Facilities and Equipment, Our Staff, Our Community.
2009 – Feb	Basis Documents	Vision Statement	Revised. Retitled “Vision Statement.” Shortened significantly to “To build a solid reputation, increase overall participation and unite residents by being so connected to our communities that the library: <ul style="list-style-type: none"> • 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
2020 – June 15	Basis Documents	Vision Statement	Revised to “High Plains Library District gives access to answers for every question.”

Date	Section	Policy Title	Changes
2015 – Apr 24	Facilities	Weapons	New. States that District is governed by state laws permitting open and concealed carrying of firearms, and local ordinances pertaining to other weapons.

POLICY MANUAL HISTORY BY DATE

Date	Section	Policy Title	Changes
1991 – July	Services	Circulation Policy and Guideline	Earliest known version. There is a section titled “Loan Policies.”
1991 – July	Collection Development	Collection Development	Earliest known version. Titled “Materials Selection.” Includes sections on Objectives, Responsibility for Selection, General Criteria for Selection, Freedom of Selection, Challenged Materials, Gifts and Special Collections, Disposal of books and non-print materials (weeding).
1991 – July	Facilities	Display and Exhibits Policy and Guideline	Earliest known version.
1991 – July	Financial	Financial Assets	Earliest known version. Includes section on “Financial Policies.”
1991 – July	Fundraising	Donation Policy	Earliest known version. Titled “Gifts and Special Collections.” Includes gifts of money; emphasis is on gifts of books and other materials.
1991 – July	Governance	Governance Statement	Earliest known version. Titled “Government of the Weld Library District.”
1991 – July	Fundraising	High Plains Library District Foundation	Earliest known version. Title of section is “Library Support Groups” and includes sections on Friends of the Library and Volunteers
1991 – July	Basis Documents	High Plains Library District Introduction	Earliest known fragment appears in section “General Policies.”
1991 – July	Basis Documents	Mission Statement	Earliest known version. Includes mission, goals, general policies.
1991 – July	Service Areas	Service Areas Outside of the District	Earliest known version appears in section titled “Affiliation with other library agencies.” There is a reference to the High Plains Regional Library Service System and that Centennial Park is resource center for that system.
1991 – July	Service Areas	Service Delivery Statement	Earliest known version. Has section on Branch Libraries.
1994 – Mar 28	Facilities	Meeting Rooms	New. Appears as an addendum to policy manual.

Date	Section	Policy Title	Changes
2002 – Nov	Services	Circulation Policy and Guideline	New. Circulation Policies includes: Patron registration, Verification, Unverified users, Juvenile cards, College students, Teacher status, Temporary status, Homebound, Nonresident status, Organization cards, Borrowing privileges, Limits on checkouts, Reserves/Holds, Library card unavailable, Renewals.
2002 – Nov	Facilities	Display and Exhibits Policy and Guideline	Added paragraphs to indicate District not responsible for damage and doesn't insure items. Requires lender to sign agreement.
2002 – Nov	Financial	Fines and fees	Earliest known version. Includes fines for overdues, and fees for extra services, damages and lost items.
2002 – Nov	Governance	Governance Statement	Revised. Shortened to indicate the source of District's authority.
2002 – Nov	Basis Documents	High Plains Library District Introduction	Revised. Appears in section "Weld Library District" and "Weld Library District General Policies."
2002 – Nov	Services	Internet Use Policy, Guideline, Rules	Earliest known version. Titled "Public Access to the Internet."
2002 – Nov	Basis Documents	Patron Rights and Responsibilities Statement	Earliest known version. Titled "Patron Rights and Responsibilities." Also includes "Statement of Responsibility Regarding Children in the Library."
2002 – Nov	Facilities	Posting and Distribution	New. Titled "Guidelines for the posting of non-library materials and the distribution of non-library publications."
2002 – Nov	Privacy and confidentiality	Privacy of User Records	Earliest known version. Title is "Confidentiality Statement" and "Confidentiality of Library Records."
2002 – Nov	Publicity	Public information	Earliest known version. Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2004 – Apr	Collection Development	Collection Development	Retitled "Collection Development Policy." Includes most of what is in 1991 version, but has added section on "Weld Library District Donation Policy" and includes gifts of money and volunteering.

Date	Section	Policy Title	Changes
2004 – Apr	Fundraising	Donation Policy	Revision. Broken out into sections on Books and other materials, monetary donations, volunteering.
2004 – Apr	Basis Documents	Patron Rights and Responsibilities Statement	Revised. The statement on children which was separate in 2002 version is now incorporated into this policy.
2004 – Apr	Service Areas	Service Areas Outside of the District	Changed from High Plains Regional Library system to Colorado Library Consortium (CLiC)
2007 – Feb 19	Services	Circulation Policy and Guideline	Removed sections on Teacher and Nonresident status. Added section on Interlibrary Loan.
2007 – Feb 19	Collection Development	Collection Development	Revision. Includes many of same titles as in earlier versions, but significantly expanded narrative and topics. Sections on “Disposal of Materials” and “Challenged Materials” moved to Collection Development policy “Retention” and “Reconsideration” respectively. A “Reconsideration Form” is in the appendix to Policy Manual.
2007 – Feb 19	Financial	Contracted Services policy	New. Titled “Procurement Policy”
2007 – Feb 19	Financial	Financial Assets	New. Titled “Investment Policy.” Sections: scope, investment objectives, delegation of authority, prudence, ethics, conflict of interest, authorized securities and transactions, investment diversification, investment maturity and liquidity, competitive transactions, selection of broker/dealers, selection of banks, safekeeping and custody, performance benchmarks, reporting, policy revisions
2007 – Feb 19	Financial	Fines and fees	Includes list of fees, meeting room charges
2007 – Feb 19	Fundraising	Donation Policy	Revision. Added a section on “Donor Recognition” about naming portions of the library after individuals or organizations.
2007 – Feb 19	Governance	Governance Statement	Titled “Governing of the Weld Library District” but the text is same as 2002 version.
2007 – Feb 19	Fundraising	High Plains Library District Foundation	Titled “Library Support Groups.” The section on Friends of the Library is replaced by Weld Library District Foundation, incorporated on October 25, 2000.

Date	Section	Policy Title	Changes
2007 – Feb 19	Basis Documents	High Plains Library District Introduction	Revised and expanded. Retitled “Introduction.”
2007 – Feb 19	Services	Internet Use Policy, Guideline, Rules	Retitled “Internet Use Policy.” Added new policy titled “Wireless Access.”
2007 – Feb 19	Facilities	Meeting Rooms	Similar to 1994 version, but with additions pertaining to use of the Nomad system, changes to damage deposits
2007 – Feb 19	Basis Documents	Mission Statement	Revised wording. Titled “Mission.”
2007 – Feb 19	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Some of the 2004 version remains, but the section is significantly expanded.
2007 – Feb 19	Privacy and Confidentiality	Privacy of User Records	The section of the law that allows parental access is added. Also, in prior versions, parent could get information on minor’s record only if items were at least 40 days overdue. This was shortened in 2007 version to allow sharing of information regardless of when materials are overdue.
2007 – Feb 19	Publicity	Public Information	Section on tours removed.
2007 – Feb 19	Service Areas	Service Areas Outside of the District	New section on “Local CLC (Colorado Libraries Collaborate) Policy” added, separate from “Service Areas Outside of the District”.
2007 – Feb 19	Facilities	Smoking	New. No smoking allowed within 25 feet on entryway.
2007 – Feb 19	Facilities	Soliciting, Free Speech and Fundraising Activities	New. Titled “Soliciting, Petitioning and Fundraising”
2007 – Feb 19	Basis Documents	Values and Principles Statement	New. Titled “Values and Principles.” Nine paragraphs of narrative description of values and principles.
2007 – Feb 19	Basis Documents	Vision Statement	New. Titled “Vision.” Includes sections on Our Patrons, Our Facilities and Equipment, Our Staff, Our Community.
2009 – Feb	Financial	Accounts Payable Procedure	New.
2009 – Feb	Facilities	Alcohol at Events	New. Includes “Alcohol at Events Policy” and “Alcohol at Events Procedure.”
2009 – Feb	Facilities	Artwork policy	New. Includes Art accession and deaccession procedure.

Date	Section	Policy Title	Changes
2009 – Feb	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	New. Describes the process for nomination and selection of Library Board members.
2009 – Feb	Services	Circulation Policy and Guideline	Major revision. Divided into sections on “Circulation Policy”, “Circulation Guideline”, “Borrowing Procedure”, “Circulation Procedure” and “Interlibrary Loan Procedure.” Most of the information in previous policies has been moved to the procedure sections.
2009 – Feb	Collection Development	Collection Development	Revision. The 2007 version is shortened. Has been broken out into “Collection Development Policy”, “Collection Development Guideline” and “Collection Development Procedure.”
2009 – Feb	Facilities	Display and Exhibits Policy and Guideline	Added language and separated into “Display and Exhibits Policy”, “Display and Exhibits Guideline”, “Display and Exhibits Procedure.”
2009 – Feb	Service Areas	Establishment of District Facilities	New. Describes process for determining when new branches will be added; includes stipulations for library facilities, site selection and co-location.
2009 – Feb	Financial	Expenditure policy	New.
2009 – Feb	Financial	Financial Assets	Revision. Broken into “Investment Policy” and “Investment Procedure.” The policy is much shorter than the 2007 version.
2009 – Feb	Financial	Fines and fees	Fines and fees no longer appears in Policy Manual. It is an independent document.
2009 – Feb	Fundraising	Donation Policy	Revision. Broken into sections on “Gifts and Donations Policy”, “Gifts and Donations Guideline” and “Gifts and Donations Procedure.”
2009 – Feb	Governance	Governance Statement	Retitled “Governance Statement” but the text is same as 2002 version.

Date	Section	Policy Title	Changes
2009 – Feb	Fundraising	High Plains Library District Foundation	Significant revision, and broken out into sections on “High Plains Library District Foundation Role Policy”, “Foundation and Library Relationship Procedure”, “Foundation Role Procedure” with subsections on “Support for All Libraries”, “Support for High Plains Library District”, “Support for Member Libraries.”
2009 – Feb	Services	Internet Use Policy, Guideline, Rules	Significantly revised. Broken out into “Internet Use Policy”, “Internet Use Guideline”, “Internet Use Rule”, “Wireless Internet Access Guideline.”
2009 – Feb	Facilities	Meeting Rooms	Major revision. Broken out into “Meeting Rooms Policy”, “Meeting Rooms Guideline”, “Meeting Rooms Procedure”, “Meeting Room Rules”.
2009 – Feb	Financial	Member Project Funding Policy and Guideline	New.
2009 – Feb	Basis Documents	Mission Statement	Retitled “Mission Statement.” Replaces former mission with “Connecting communities to information, inspiration and entertainment for life.”
2009 – Feb	Basis Documents	Operating Principles for staff	New.
2009 – Feb	Service Areas	Outreach Service Area Definitions	New. Titled “Outreach Definitions.”
2009 – Feb	Basis Documents	Patron Rights and Responsibilities Statement	Title changed to “Patron Rights and Responsibilities Statement.”
2009 – Feb	Facilities	Posting and Distribution	Revision. Separated into “Posting and Distribution Policy” and “Posting and Distribution Procedure.”
2009 – Feb	Privacy and Confidentiality	Privacy of User Records	Significant revision. Broken out into “Confidentiality Policy”, “Confidentiality Guideline” and “Confidentiality Procedure.”
2009 – Feb	Publicity	Public Information	Significant revision. The Public Information Policy is now called the “Publicity Procedure.” This is broken out into “Public Information Policy”, “Photo Release Procedure” and “Publicity Procedure.”
2009 – Feb	Facilities	Recycling	New. Titled “Recycling Policy” and “On-Site Recycling Procedure.”

Date	Section	Policy Title	Changes
2009 – Feb	Service Areas	Service Area Definitions	New. Provides overview of District library locations, member libraries and outreach services.
2009 – Feb	Service Areas	Service Areas Outside of the District	Section is retitled “Colorado Library Card (CLC) Procedure”; is separate from “Service Areas Outside of the District”.
2009 – Feb	Service Areas	Service Delivery Statement	Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.
2009 – Feb	Financial	Signature Authority Procedure	New.
2009 – Feb	Financial	Signature Authority Procedure	“Signature Authority Procedure” moved to Procedures Manual.
2009 – Feb	Facilities	Smoking	Similar to 2007 but rearranged.
2009 – Feb	Basis Documents	Values and Principles Statement	Retitled “Values and Principles Statement.” In the 2007 Policy Manual, these were the “Vision.”
2009 – Feb	Basis Documents	Vision Statement	Revised. Retitled “Vision Statement.” Shortened significantly to “To build a solid reputation, increase overall participation and unite residents by being so connected to our communities that the library: <ul style="list-style-type: none"> • 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
2010 – Feb 15	Basis Documents	High Plains Library District Introduction	Revised to clarify legal status of District.
2010 – Feb 15	Privacy and confidentiality	Identity Theft Policy and Guideline	New. Sections on “Identity Theft” and “Identity Theft Guideline.” Identifies how District responds to FTC’s Red Flag policies which outline organization’s responsibility for protecting consumers from identity theft
2010 – Feb 15	Basis Documents	Patron Rights and Responsibilities Statement	Added “Security Policy and Guideline.” Added statement that library is not a refuge from law enforcement.

Date	Section	Policy Title	Changes
2010 – Feb 15	Services	Programming	New. Sections titled “Programming Policy” and “Programming Guideline.” The policy outlines program priorities and the guidelines describes how programming priorities are set.
2010 – Feb 15	Publicity	Sponsorship	New. District may choose to sponsor events
2011 – Mar 21	Facilities	Artwork Policy	Separates Art acquisition and deaccessioning practices from Display practices. All references to loans were moved to Displays section. Ability to sell art if accompanied by donation to Foundation added.
2011 – Mar 21	Financial	Contracted Services policy	New section to state due diligence in reviewing contractual documents
2011 – Mar 21	Facilities	Display and Exhibits Policy and Guideline	Separates Art acquisition and deaccessioning practices from Display practices. All references to loans were moved to “Displays and Exhibits” section. Ability to sell art if accompanied by donation to Foundation added.
2011 – Mar 21	Financial	Fines and fees	Fines and fees list is separate from Policy Manual, but approved by Board.
2011- Mar 21	Basis Documents	High Plains Library District Introduction	Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs).
2011 – Mar 21	Privacy and confidentiality	Identity Theft Policy and Guideline	Revision. Clarifies that a photo ID with current residence information is sufficient for library card. If residence is not accurate, a second document is required.
2011 – Mar 21	Services	Internet Use Policy, Guideline, Rules	Added clarification to the “Wireless Internet Access Guideline” that individuals may be asked to move if the site being viewed is not appropriate for the area in which they are seated.
2011 – Mar 21	Facilities	Meeting Rooms	In Guideline, made separate document about security deposits and statement about fees from some meeting rooms. Added time limit for how long room is guaranteed. Adjusted for variations in DSS facility. Provided information about using library study rooms.
2011 – Mar 21	Services	Notary Policy and Guideline	New. Added service.

Date	Section	Policy Title	Changes
2011 – Mar 21	Basis Documents	Patron Rights and Responsibilities Statement	Retitled “Security Policy and Guideline” to “Safety and Security Policy and Guideline.”
2011 – Mar 21	Services	Proctoring Policy and Guideline	New. Identifies expectations of the public.
2011 – Mar 21	Service Areas	Service Delivery Statement	Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services.
2012 – Feb 12	Financial	Accounts Payable Procedure	“Accounts Payable Procedure” moved to Procedures Manual.
2012 – Feb 12	Facilities	Alcohol at Events	“Alcohol at Events Procedure” is moved to Procedures Manual
2012 – Feb 12	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	Revision. Guideline amended from “representing an area” to “identified region.” Procedure moved to Procedure Manual.
2012 – Feb 12	Services	Circulation Policy and Guideline	“Borrowing Procedure”, “Circulation Procedure”, “Interlibrary Loan Procedure” moved to Procedures Manual.
2012 – Feb 12	Collection Development	Collection Development	The “Collection Development Procedure” is moved to Procedures Manual.
2012 – Feb 12	Collection Development	Copyright	Copyright is included in “Collection Development Statement.” Added that the District will operate within provisions of corporate licensing agreements (in addition to United States copyright laws.)
2012 – Feb 12	Facilities	Display and Exhibits Policy and Guideline	“Displays and Exhibits Procedure” moved to Procedure Manual.
2012 – Feb 12	Service Areas	Establishment of District Facilities	This is absent from the policy manual
2012 – Feb 12	Financial	Financial Assets	“Investment Procedure” is moved to Procedures Manual.
2012 – Feb 12	Financial	Fines and fees	Fines and fees list is separate from Policy Manual, but approved by Board.
2012 – Feb 12	Fundraising	Donation Policy	“Gifts and Donations Procedure” moved to Procedures Manual.

Date	Section	Policy Title	Changes
2012 – Feb 12	Fundraising	High Plains Library District Foundation	“Foundation and Library Relationship Procedure”, “Foundation Role Procedure” moved to Procedures Manual.
2012 – Feb 12	Facilities	Meeting Rooms	Revision. “Meeting Rooms Procedure” moved to Procedure Manual. Also added a rule about what library will provide and what supplies need to be provided by patron
2012 – Feb 12	Services	Notary Policy and Guideline	Clarifies that Colorado Notaries do not provide I-9 verification.
2012 – Feb 12	Basis Documents	Operating Principles for staff	Does not appear in this edition.
2012 – Feb 12	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Eliminated specific examples of assuming identity of another person without authorization.
2012 – Feb 12	Facilities	Posting and Distribution	“Posting and Distribution Procedure” is moved to Procedures Manual.
2012 – Feb 12	Privacy and confidentiality	Privacy of User Records	“Confidentiality Procedure” moved into Procedures Manual. Also a sentence was removed and replaced with a sentence that “patron privacy is protected to the full extent of allowed under law.”
2012 – Feb 12	Services	Programming	Revision. Amended the Guideline to include additional criteria for program proposals and added a statement to include provision of interpreter services.
2012 – Feb 12	Publicity	Public information	“Photo Release Procedure” and “Publicity Procedure” moved to Procedures Manual.
2012 – Feb 12	Facilities	Recycling	“On-Site Recycling Procedure” moved to Procedures Manual.
2012 – Feb 12	Service Areas	Service Area Definitions	This is absent from the policy manual
2012 – Feb 12	Service Areas	Service Areas Outside of the District	“Colorado Library Card Procedure” is moved to Procedures Manual.
2012 – Feb 12	Service Areas	Service Delivery Statement	Amended language to clarify that member libraries have local boards that determine services and programs.
2012 – June	Facilities	Sustainability	New.
2013 – Feb 18	Collection Development	Collection Development	Added “Collection Development Statement” and “Collection Selection FAQ.”

Date	Section	Policy Title	Changes
2013 – Feb 18	Financial	Contracted Services policy	Addition to indicate factors that influence whether to utilize contracted services
2013 – Feb 18	Definitions	Definitions	New.
2013 – Feb 18	Service Areas	Establishment of District Facilities	This is now in the Policy Manual. The section has been edited from the 2009 version.
2013 – Feb 18	Financial	Financial Assets	Originally titled “Investment Policy” but was changed to “Financial Assets”: because the title “Investment Policy” is maintained by Finance Office and required by law to use that terminology. The statement is same as the 2009 version. A sentence was added to identify scope of financial assets.
2013 – Feb 18	Fundraising	High Plains Library District Foundation	Two minor changes: (1) a duplicate sentence was removed and (2) clarifies specific relationship between Board and Foundation Board. See also Foundation By-Laws.
2013– Feb 18	Financial	Member Project Funding Policy and Guideline	Reviewed but no change.
2013 – Feb 18	Service Areas	Outreach Service Area Definitions	Revision. Title changed to “Outreach Service Area Definitions.” Expands on 2009 version and includes sections on bookmobile stops, deposits, locations with volunteers and homebound delivery.
2013 – Feb 18	Service Areas	Service Area Definitions	Added back in Policy Manual.
2013 – Feb 18	Service Areas	Service Areas Outside of the District	Section retitled “Colorado Library Card (CLC) Rules” and is moved to Service Areas section of the Policy Manual.
2013 – Feb 18	Facilities	Sustainability	Policy approved by Board in 2012 but not added until 2013 version
2014 – Mar 17	Collection Development	Collection Development	Added wording to the “Collection Selection FAQ”: works created by local author or musician are given special consideration.
2014 – Mar 17	Basis Documents	High Plains Library District Introduction	Adds that the District operates in compliance with Federal and state statutes.
2014 – Mar 17	Privacy and confidentiality	Identity Theft Policy and Guideline	Added that physical address is requirement to comply with Fair Debt Collection Practices Act.

Date	Section	Policy Title	Changes
2014 – Mar 17	Facilities	Meeting Rooms	Revision. Clarified when alcoholic beverages permitted; clarified that adult presence is required in meeting rooms.
2014 – Mar 17	Services	Notary Policy and Guideline	Identifies that District notaries do not notarize petitions, complex real estate documents, and Notices of Dishonor.
2014 – Mar 17	Governance	Open Records Requests	New. Titled “Public Records Request Guideline.”
2014 – Mar 17	Services	Proctoring Policy and Guideline	Broken out into “Proctoring Policy” and “Proctoring Guideline.”
2014 – Mar 17	Services	Programming	Revision. Amended Policy. Previous policy focused on literacy. New policy emphasizes programs will fulfill civic role and positioning library as a cultural center and community gathering place.
2014 – Mar 17	Facilities	Smoking	Revision. Added language to exclude smoking of marijuana or tobacco products.
2015 – Apr 24	Facilities	Alcohol at Events	Minor change to use consistent language that places Executive Director first.
2015 – Apr 24	Facilities	Artwork Policy	“Art Exhibit application” form included on the MyLibrary website, with links from policy manual (in sections on “Art Guideline”, “Displays and Exhibits Policy and Guideline”, “Gifts and Donations”)
2015 – Apr 24	Services	Circulation Policy and Guideline	Circulation Guideline revised to clarify that parents must sign application form and parent and child must be physically present when card is issued for minors under age 16.
2015 – Apr 24	Collection Development	Collection Development	Collection Selection FAQs amended: District does not accept replacement editions in place of lost or damaged items.
2015 – Apr 24	Facilities	Display and Exhibits Policy and Guideline	Reviewed without amendment.
2015 – Apr 24	Financial	Fines and fees	Updated list Fines and fees list is separate from Policy Manual, but approved by Board.
2015 – Apr 24	Fundraising	Donation Policy	Addition. Donations of historical or genealogical significance require an agreement that gives District the right to duplicate the content.

Date	Section	Policy Title	Changes
2015 – Apr 24	Governance	Open Records Requests	Revision. Adds sentence connecting state laws to federal laws; adds language to indicate amount of research time spent before assessing a fee.
2015 – Apr 24	Service Areas	Outreach Service Area Definitions	Section on Homebound Delivery is removed because this is no longer a provided service.
2015 – Apr 24	Services	Programming	Revision. Deleted Guideline. Policy rewritten to emphasize patron experiences and library as center for growth and development of new ideas.
2015 – Apr 24	Service Areas	Service Areas Outside of the District	Revision. Section on “Colorado Library Card (CLC) Rules” removes (1) requirement that patron present home library card to obtain District card; (2) that patron must be in good standing at home library. Also added two statements that CLC borrowers may not borrow laptop, projector, but can use databases and downloadable materials.
2015 – Apr 24	Service Areas	Service Delivery Statement	Section on Homebound Delivery is removed because this is no longer a provided service.
2015 – Apr 24	Facilities	Smoking	Revision. Amended language to exclude smoking of “any type” and added phrase to indicate some locations may have signs posted that exceed standard distance of 25 feet.
2015 – Apr 24	Facilities	Weapons	New. States that District is governed by state laws permitting open and concealed carrying of firearms, and local ordinances pertaining to other weapons.
2018 – Aug 20	Collection Development	Collection Development	Major revision. Retains some of former policy, but most of entire section is added or rewritten. Eliminated the “Collection Development Policy”, “Collection Development Guideline”, “Collection Selection FAQ” and added sections on Online Collection, Special Collections, Cooperative Networks, Guidelines for Authors.
2018 – Aug 20	Services	Notary Policy and Guideline	“Notary Policy and Guideline” were removed because the District no longer provides this service.

Date	Section	Policy Title	Changes
2018 – Aug 20	Facilities	Service Animals	New to policy manual. Former procedure was to allow all animals; this new policy restricts to service animals only.
2018 – Oct 15	Financial	Fines and Fees	Fines and fees policy is added back into Policy Manual. Policy clarifies that there are no overdue fines, but there is a replacement fee if items are kept longer than 42 days.
2018 – Oct 15	Facilities	Meeting Rooms	Major revision. Rearranged the information; added opening statement about purpose of meeting rooms; clarified some points in the policy.
2018 – Oct 15	Basis Documents	Operating Principles for staff	Revised. “We never say no” replaced with “we strive for yes.”
2018 – Oct 15	Facilities	Security Cameras	New. Balances importance of safety and security with need for patron privacy
2019 – Mar 18	Governance	Open Records Requests	Revision. Retitled “Open Records Requests.” Rewrite of 2014 version, much expanded to include requests, responses, fees charged, deposits.
2019 – Sept 16	Governance	Board Member Selection Policy, Guideline, Nominating Procedure	Removed from Policy Manual because this process is superseded by process that came out of the 2017 court settlement.
2019 – Sept 16	Collection Development	Copyright	Major revision. Definition of fair use; steps when one believes District has violated copyright; what District does when there are public violations
2019 – Sept 16	Service Areas	Establishment of District Facilities	This is removed from the Policy Manual because it is now part of the Facilities Master Plan.
2019 – Sept 16	Facilities	Flags	New. Added in response to Board decision to post US flag posted at Board meetings and outside facilities.
2019 – Sept 16	Collection Development	Genealogy Collection	New. Written because there are aspects of genealogy collection not applicable to other parts of collection
2019 – Sept 16	Basis Documents	Patron Rights and Responsibilities Statement	Revised. Significantly rearranged and combined policies; added information on suspensions, appeal of suspension, suspension of minors

Date	Section	Policy Title	Changes
2019 – Sept 16	Facilities	Posting and Distribution	Revision. Identifies limitations on materials posted or distributed, especially election materials
2019 – Sept 16	Facilities	Recycling	Removed. District discontinued battery recycling. District uses recycling service for books that District unable to sell.
2019 – Sept 16	Service Areas	Service Areas Outside of the District	Revision. Retitled “Colorado Libraries Collaborate (CLC) Rules”; combines policy on affiliations with section on CLC rules; uses new language from state guidelines; adds that CLC patrons are not eligible for Specialty Checkout.
2020 – May 18	Facilities	Alcohol at Events	Reviewed but no changes
2020 – May 18	Financial	Fines and fees	Revision. Clarifies distinction between fines and fees; adds that all fines and fees require Board approval; updates printing and copying practices; allows patrons to purchase extra credits; allows staff to limit excessive printing or copying; eliminates fee for replacement library cards
2020 – May 18	Facilities	Meeting Rooms	Revision. Reviewed to align with policies on alcohol and solicitation, first amendment rights and fund-raising; allows reservations regardless of fines; adds vaping as prohibited activity; clarifies conditions for soliciting, free speech, fundraising; disallows early room setups; clarifies reservations without a library card; requires that an adult (age 18 and up) to be present at meetings
2020 – May 18	Facilities	Pandemic	New. Identifies resources for making decisions on pandemic; which authority prevails in cases of conflicting information; identifies the broad strategies for managing pandemic
2020 – May 18	Facilities	Photography and Video Recording	New. Identifies locations where photos and videorecording by public are allowed as well as staff and media limitations.
2020 – May 18	Facilities	Soliciting, Free Speech and Fundraising activities	Revision. Changed title. Expands on concept of ‘limited public forum’; identifies where each of these activities can occur in and outside of library

Date	Section	Policy Title	Changes
2020 – June 15	Fundraising	High Plains Library District Foundation	Significant revision. Combined “HPLD Foundation Establishment” and “HPLD Foundation Role Policy” into one policy. Rewritten to identify mission, non-profit designation change, memorandum of understanding, fund-raising, use of funds, Foundation Board, Foundation Director, partnerships, volunteers.
2020 – June 15	Facilities	Lost and Found	New. Identifies how long items will be retained and proper disposition.
2020 – June 15	Basis Documents	Mission Statement	Replaces former mission statement with “Helping Build Community.”
2020 – June 15	Basis Documents	Vision Statement	Revised to “High Plains Library District gives access to answers for every question.”
2020 – Nov 16	Privacy and confidentiality	Privacy of User Records	Significant revision. Confidentiality Policy and Confidentiality Guideline was eliminated and replaced by Privacy of User Records policy. The new policy provides the state law on Privacy of User Records and presents the District interpretation of language in the law. Primary issues addressed: (1) definition of “records”; (2) levels of access; (3) definition of “minor” changed from age 16 to age 18; (4) more detail on the exceptions.
2020 – Nov 16	Publicity	Social Media	New. There were policies and procedures in use by the organization, but these were never in final form or included in the policy manual. This policy explains why social media is important; the efforts taken by CRM to manage the challenges of staff, public, and vendor policy; and the interpretation of state law impacting personal social media accounts.
2020 – Nov 16	Services	Circulation Policy and Guideline	Board amended the definition of minor to age 18. Accordingly, the guideline was corrected to indicate that parent or guardian must be present for anyone under that age.
2020 – Dec 7	Basis Documents	Public Statements	New. The Board of Trustees makes most public statements through policies. This policy was developed at request of the Board to assist in determining when and if it’s appropriate to make <i>other</i> public statements concerning issues such as elections and ballot, health and safety and social issues.

Date	Section	Policy Title	Changes
2020 – Dec 7	Facilities	Artwork	Content is the same, but the Art Policy and Guideline, Displays and Exhibits Policy and Guideline are all combined under “Artwork Policy.”
2020 – Dec 7	Fundraising	Donations	Revision. This revision collects in one place information about the various types of donations accepted by the District. It consolidates the “Gifts and Donations Policy and Guideline” into one “Donations Policy.” It updates the previous policy to reflect that the District now accepts donations of materials (books etc.) on a limited basis. There is also a section added on donations of the District to other organizations that was not in the previous version.
2021 – Jan 18	Publicity	Sponsorships	Revision. The policy and guideline are combined. The policy is expanded to include sponsorships to and from the District. The policy adds criteria formerly listed only in the procedure. It also includes information about sponsorship of materials added to the library collection.
2021 – Jan 18	Financial	Member Project Funding	Revision. Policy and Guideline merged, added language, and minor reordering of the policy.
2021 – Jan 18	Policy Process	Policy Process	New. Outlines the stages of developing, approving and posting policies and procedures of the District.
2021 – May 17	Governance	Governance	Expanded this section significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and bylaws and responsibilities of the Board of Trustees.
2021 – May 17	Services	Proctoring	Minor revision. Combined the policy and guideline into policy and added some clarifying language.
2021 – May 17	Publicity	Community Relations and Marketing	Renamed from “Public Information Policy” to “Community Relations and Marketing Policy” and expanded to identify the roles and authority of the CRM Department.