

Berthoud

COMMUNITY LIBRARY

D I S T R I C T

Policy Manual

Berthoud Community Library District

Policy Manual

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BERTHOUD COMMUNITY LIBRARY DISTRICT

MISSION STATEMENT

We are a center for sharing resources
to educate, enrich, and connect you
with the world.

Berthoud Community Library District

Code of Service

The Berthoud Community Library District (BCLD) will provide community members of all ages with accessible materials in a variety of formats in a clean, safe, organized environment staffed with courteous people.

BCLD will welcome all users, whether in person, on the phone, or online, in a gracious and impartial manner, without discrimination.

Staff will give priority to prompt, helpful assistance to library users. Staff will deliver assistance first to people physically present in the library, and those calling on the phone will be courteously asked to briefly wait for assistance.

BCLD will provide reliable and current information in a variety of formats.

Adopted 8/27/09
Revised 6/8/2016
Revised 12/9/2020
Revised 12/7/22

Berthoud Community Library District

Board of Trustees

Bylaws

Article I: Name and Authority

This organization shall be known as the Berthoud Community Library District organized under and by virtue of the Colorado Library Law, Colorado Revised Statutes (C.R.S) Title 24, Article 90, and exercising the powers and authority and assuming the responsibilities delegated to it.

Article II: Mission Statement

The mission of the Berthoud Community Library District is to be a center for sharing resources to educate, enrich, and connect you with the world.

Article III: Board of Trustees

Section 1. Membership

1. The Library Board of Trustees shall be comprised of seven (7) Trustees who are appointed by the Board and ratified by the Town of Berthoud Board of Trustees and the Larimer County Board of Commissioners.
2. New appointees to the Library Board of Trustees shall be chosen from the residents within the Berthoud Community Library District service area. If possible, at least three (3) members shall be Town of Berthoud residents and at least three (3) members shall reside within the Berthoud Community Library District, but outside the Town of Berthoud city limits.
3. A member of the Library Board of Trustees may not serve on the Friends of the Library Steering Committee, be a current library employee, or volunteer in the library on a regular basis during a term as a Trustee.

Section 2. Powers and Duties

1. The Board shall have all those powers provided by Colorado Library Law, C.R.S. §§ 24-90-101, *et. seq.*, necessary or incidental to the specific powers granted by statute.
2. Legal responsibility for the overall operation of the Berthoud Community Library District is vested in the Board of Trustees. Those Board responsibilities shall include, without limitation:
 - a. Adoption of bylaws and policies for both Board guidance and governance of the District.
 - b. Acquisition, custody, care, and sale, disposal or transfer of all District real or personal property.
 - c. Financial oversight of the District and adoption of annual budgets.
 - d. Authorization of District contracts, purchasing, borrowing, and bonding for the District.
 - e. Planning for current and future needs of the served community.

- f. Employment and evaluation of a qualified library Chief Executive Officer (CEO) who shall be the administrative officer of the Berthoud Community Library District. The Board will prescribe the library CEO and other employees' duties and fix their compensation.

Section 3. Terms, Vacancies and Appointments

1. The term of office shall be four (4) years. A term shall be from the first day of January of the first year of the appointment through the last day of December of the last year of the appointment. A trustee shall serve no more than two (2) consecutive terms.
2. Vacancies may occur because of the expiration of a Trustee's term, disqualification because of residency change, resignation, or removal.
3. The process for appointment for vacant terms is:
 - a. Notice of vacancy shall be posted at the library, town hall, and other media deemed appropriate.
 - b. Applications shall be submitted on an approved form.
 - c. The Board of Trustees shall select candidates for interview from those applicants.
 - d. The Board shall recommend a candidate for ratification by a 2/3 majority vote of the Town of Berthoud Board of Trustees and the Larimer County Board of County Commissioners, as the establishing bodies of the District.
 - e. The failure of an establishing body to act within sixty days of an appointment shall be considered a ratification of the appointment.
 - f. If more than one (1) applicant is deemed qualified for appointment to the Board, the qualified applicant(s) may be considered for filling a future vacancy without further advertising or interviews.
4. Two (2) or more years of filling an unexpired term shall be considered a full term when considering eligibility for consecutive terms.
5. All reasonable efforts will be made to limit the number of new full terms beginning each year to no more than two (2).

Section 4. Compensation

1. A Trustee shall receive no salary or other compensation for services as a Trustee. Necessary travel and subsistence expenses actually incurred may be paid from the library fund at rates specified in the Berthoud Community Library District *Personnel Policy Manual*.

Section 5. Ethics

1. Trustees shall conduct themselves in accordance with Colorado law, including the Code of Ethics for public officials, C.R.S. §§ 24-18-101, *et. seq.* Trustees must avoid situations in which their personal interests might be served or in which financial benefits incur to them at the expense of library users, colleagues, or the District. Trustees shall disclose any and all potential conflicts of interest during the appointment process. If during the course of Board business, an area of potential conflict of interest or appearance of such develops, the Trustee shall immediately make full disclosure to the Board, and if required, immediately cease participation in both discussion and voting relative to the matter.
 - a. Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the District in matters in which they have a direct or indirect financial interest.

- b. Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member, or an organization with which they are associated has a material financial interest.
- c. Trustees shall not receive anything of value that could or should reasonably be expected to influence their vote or other official action.
- d. Trustees shall respect the confidential nature of applicable District business while adhering to the Colorado Open Records Act C.R.S. §§ 24-72-200.1, *et. seq.* and all other applicable laws governing freedom of information.

Section 6. Removal

- 1. A trustee may be removed only following a vote of at least 5 board members, and only upon showing of good cause, which may include:
 - a. Violation of the Bylaws, Article III, Section 5. Ethics.
 - b. Missing three (3) meetings annually without prior notification and excuse by the president.
 - c. Violating a statute or ordinance which results in or could result in serious damage to the library property or interest.
 - d. Repetitive disruptive conduct by the member resulting in the inability of the board to conduct business.
 - e. Inappropriate or unprofessional conduct in the community when engaged in board activities.

Section 7. Annual Evaluation of Board

- 1. The Board of Trustees shall conduct an evaluation of overall Board performance yearly at the regularly scheduled December meeting. The evaluation criteria will be developed and approved by the Board in the first quarter of the year of the evaluation.

Article IV: Officers

Section 1. Officers and Duties

- 1. The officers shall be president, vice president and secretary.
 - a. The president shall preside at all the meetings of the Board, can authorize calls for any special meeting, appoint committees, execute all documents authorized by the Board, sign checks and generally perform all duties associated with that office.
 - b. The vice president, in the absence of the president, shall assume the duties of the president.
 - c. The secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties associated with the office or delegated by the Board.

Section 2. Election

- 1. By or at the November meeting, the president shall name a committee of two (2) to present a slate of officers to the Board at the December meeting.

2. At the December meeting the Board elects by majority vote officers from the presented slate of officers, and from any other nominations received from within the board.
3. An officer vacancy for an unexpired term shall be decided by a majority of those members present at the next regular meeting after the Trustee's resignation or notice of removal is presented to the Board.

Section 3. Term of Office

1. Officers shall begin service January 1, following the date of election.
2. Officers shall serve a term of one (1) year and may be re-elected to the extent of their term as a Trustee.

Article V: Meetings

Section 1. Regular and Special Meetings

1. Regular meetings of the Board shall be held once a month unless otherwise ordered by the Board.
2. A special meeting can be called in an emergency situation or for business that cannot wait until the next scheduled meeting. A special meeting may be called by the president or any two (2) Board members to consider one (1) or more items specified.
3. The date, time, location and agenda for each meeting shall be made public pursuant to Colorado Open Meetings Law, C.R.S. §§ 24-6-402, *et. seq.*
4. Any meetings of three (3) or more Trustees at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public as per Colorado Open Meeting Law.

Section 2. Quorum

1. A quorum for the transaction of business at any meeting whether held in person or electronically shall consist of four (4) Trustees.
2. In the event there are unfilled Trustee positions, a quorum shall be set as the majority of the number of sitting Trustees.

Section 3. Public Participation at Meetings

1. The public shall have the right and are encouraged to attend Board meetings, observe its deliberations and participate at appropriate times.
2. In the interest of orderly conduct of Board meetings, individuals or organizations desiring to be heard by the Board shall make their requests to the library CEO or the president of the Board three (3) days prior to the scheduled meeting, stating name, address, purpose of request and topic. However, the Board may agree to hear any individual or organization at any time, notwithstanding the requirements for notice above.
3. Any person who wishes to speak at a public hearing must first be recognized by the president. Should the request to speak be granted, the president may limit the time for presentation, and if there are numerous requests to address the Board on the same subject, the president may

- select representatives to speak on each side of the issue. Every person who has been recognized to address the board is requested to state their name and address.
4. These procedures are not designed to restrict the scheduled appearances of citizens who have regular business with the Board and whose presentations are provided for on the agenda.

Section 4. Voting

1. With a quorum present, an affirmative vote of the majority of all Trustees present whether in person or electronically at the time is necessary to approve any Board action.
2. The president may vote upon and may move or second any proposal.
3. A Trustee may call for a roll call vote at any time.

Section 5. Executive Sessions

1. Executive sessions shall follow the procedures outlined in Open Meeting Law C.R.S. § 24-6-402 (3) (a) including: announce the “topic for discussion,” announce the citation that authorizes the executive session. An affirmative vote of two-thirds of the quorum present is required before going into session; be held only at a regular or special meeting for the sole purpose of considering any of the topics for which an executive session is allowed; take no formal action during session; make a record of the actual contents of the discussion using the standard reporting method; include in the minutes a citation to the provisions of C.R.S. and a signed verification statement of the chair; and retain the record for at least ninety days.

Section 6. Parliamentary Authority

1. The Board shall use an adapted version of the most recent Robert’s Rules of Order for parliamentary authority.

Article VI: Committees

1. Regular or special committees may be authorized by the Board and appointed by the president for limited and specific purposes and shall serve only until the completion of the assignment.
2. The committee shall report to the Board and have no power to act for the Board.
3. Committees may confer with outside consultants concerning the specific issues and purposes for which the committee was created.

Article VII: Amendments to Bylaws

1. The bylaws must be reviewed regularly and amended as necessary to be in compliance with current Colorado State Law or for further clarification of requirements.
2. Notice of bylaw changes must be in written form and received by all members at least five (5) days prior to the first reading. Bylaws may be altered, amended or repealed on the first reading if all Trustees are present and the vote is unanimous. If all Trustees are not present or the vote is not unanimous, the bylaw change will be acted upon at the next regular meeting. A simple majority of members present is required for passage.

3/27/2009 Adopted, Motion 09-03-04

6/25/2009 Amended, Motion 09-06-03

12/10/2009 Amended, Motion 09-12-02

4/7/2011 Amended, Motion 11-04-03

3/1/2012, Amended, Motion 12-03-04

3/11/2015, Amended, Motion 0315-05

6/10/2015, Amended, Motion 0610-04

5/11/2016 Amended, Change “Director” to “Chief Executive Officer (CEO)”

8/12/2020 Amended, Motion 0812-05

05/11/2022 Amended, Motion 0522-03

BORROWING AND LOAN POLICY

This policy ensures fair access to information for all users and accurate tracking of library materials. The Library CEO or staff member in charge can use judgment when enforcing policy.

1. Loan Periods

- a. Most library materials are loaned for a three (3) week period. State Park Passes are loaned for a one (1) week period.

Non-lending materials (in-library use only)

- 1. newspapers
- 2. toys and puzzles
- 3. pop-up books

- b. Limits on lending

- 1. DVDs—15 or fewer
- 2. Board Games—one at a time

- c. Renewals. Materials may be renewed by telephone or online according to the following guidelines:

- | | |
|------------------------|-------------|
| 1. Books | 2 renewals |
| 2. Audio Books | 2 renewals |
| 3. CDs | 2 renewals |
| 4. DVDs | 1 renewal |
| 5. Periodicals | no renewals |
| 6. Inter-library loans | no renewals |
| 7. Board games | no renewals |
| 8. State Park Passes | no renewals |

Materials that are on reserve for other borrowers may not be renewed.

2. Returns/Overdue

- a. Library materials will not be due on days the library is closed, but will be due on the next day the library is open.
- b. Library materials may be returned to the library book drop except for board games, and State Park Passes, which must be returned to the front desk. The outdoor book drop is open 24 hours a day.
- c. Items returned in the book drop after the library is closed are considered returned that day.

- d. Berthoud Community Library District (BCLD) does not charge overdue fines for any materials.
- e. Users receive email notification of overdue items two weeks after the due date, and borrowing privileges are suspended 6 weeks after the due date until materials are returned or paid for if lost.
- f. The electronic bill accessed through the borrower's library account contains the replacement cost and processing fee. If the cost is not in the catalog record, a default cost applies (see Fees this section).
- g. Replacement items may be accepted only at the discretion of the Library CEO or Youth Services Librarian.
- h. Borrowing privileges are suspended when fees reach \$10.00. Users must pay all charges in full before borrowing privileges are reinstated.

3. Lost or Damaged Items

- a. Users are responsible for the replacement fee if an item has been lost or has been damaged beyond repair.
- b. The replacement cost will be refunded to the user for lost items that have been subsequently found and returned. Items must be returned within three (3) months in order to be eligible for refund. Lost ILL items are covered under ILL policy.
- c. If part of an item is lost, the user will be charged the cost of replacement if the part can be replaced. If the part cannot be replaced, the user will be charged the cost of the entire item.

4. Fees for services or lost items

<u>Item</u>	<u>Default price</u>
1. Adult Book/hardcover	\$15.00
2. Children Book/hardcover	\$10.00
3. Book/paperback	\$7.00
4. CD	\$10.00/disc
5. DVD	\$15.00
6. DVD sleeve	\$5.00/each
7. Magazine	\$4.00
8. Computer printing	\$.20/page
9. B&W photocopies (1 st 10 free) then	\$.20/page
10. Color photocopies (1 st 5 free) then	\$.50/page
11. Student (school) or tax copies (1 st 10 free)	\$.10/page
12. Notary	\$5.00 per signature

5. Reserves

- a. Reserves may be placed on any lending item except board games, and State Park Passes.
- b. Reserves may be placed in person, by telephone, or online.
- c. There is no charge for reserves.
- d. A borrower may place up to 100 reserves.
- e. Users will be notified by telephone or email when the reserved item is available.
- f. Reserved items will be held for one week from the date of notification.
- g. Items that are on reserve may not be renewed.
- h. A borrower may not place a reserve on an item currently on loan to that borrower or on two copies of the same item.

6. Interlibrary Loan Service

BCLD provides interlibrary loan services in accordance with the Colorado Interlibrary Loan Policy (see Appendix C).

1. Borrowing Policy

- a. All types of materials may be requested through interlibrary loan. Decision to fill the request is left to the discretion of the lending library.
- b. BCLD does not charge for interlibrary loan materials lent out.
- c. If a lending library charges for loaning an item, this charge is passed on to the user.
- d. If a lending library charges for photocopies of journal articles, this charge is passed on to the user.
- e. Loan periods follow BCLD policies, unless the lending library stipulates a different loan period.
- f. Interlibrary loan items may not be renewed.
- g. Borrowers are responsible for lost items. Charges are based on fees charged by the loaning library.

2. Lending policies

- a. BCLD loans all lending books and AV material.
- b. BCLD provides photocopies of magazine articles.
- c. Items are loaned for three weeks. Items may not be renewed.
- d. BCLD accepts interlibrary loan requests.
- e. Interlibrary loan items are shipped via the state courier service.

Revised 6/26/08
Revised 1/21/09
Revised 8/5/10
Revised 1/6/11
Revised 9/1/11
Revised 6/8/16
Revised 12/5/18
Revised 10/9/19
Revised 12/9/2020
Revised 12/2/2021
Revised 12/7/22

CLASSES AND EVENTS POLICY

The Berthoud Community Library District (BCLD) supports its mission of educating, enriching, and connecting the community by developing and presenting classes and special events. Class development is an integral component of Library service that:

- supports the library's role as the public educational institution;
- introduces new people to library materials and resources;
- provides opportunities for cultural engagement;
- provides early & lifelong literacy opportunities;
- expands the visibility of the library;
- implements goals from the library's strategic plan.

BCLD utilizes library staff expertise, - materials, services and appropriate facilities in developing and delivering classes and events. The following criteria are used in making decisions about topics, speakers, and presenters:

- community needs and interests;
- availability of event space;
- treatment of content for intended audience;
- presentation quality;
- presenter background/qualifications in content area;
- library programming budget;
- historical or educational significance;
- connection to other community classes, exhibitions, or events;
- relation to library materials, exhibits and classes.

In addition, BCLD draws upon other community resources in developing classes and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public classes. Professional performers and presenters that reflect specialized or unique expertise may be hired. Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present classes do so as part of their regular job and are not hired as outside contractors for classes.

All library classes are open to the public and admission is free for most classes. However, at the discretion of the Library CEO, the following will be permissible:

- fund raising to benefit BCLD;
- sale of books by an author as part of a library event;
- transportation costs, tickets, and other similar expenses primarily for off-site events, or to offset cost of materials (e.g. craft classes).

The library's philosophy of open access to information and ideas extends to library classes and events, and the library does not knowingly discriminate through its class offerings. Classes and events may not be used for commercial purposes to solicit business.

Library sponsorship of a class or event does not constitute an endorsement of the content of the event or the views expressed by participants. Event topics, speakers and resources are not excluded because of possible controversy.

All press releases, fliers, posters, etc. for all classes and events sponsored or co-sponsored by BCLD must be pre-approved by the Library CEO or a designee.

Registration may be required for planning purposes or when space is limited. Classes and events may be held on site or off site.

BCLD also provides space for events that are initiated by the public and held in the Community Room. Use of the Community Room is covered in the Community Room Use Policy.

Library staff will report statistics for events and will evaluate classes and events regularly based on quality, attendance, and community feedback.

Adopted 1/5/12
Revised 6/8/16
Reviewed 9/12/18
Revised: 5/12/21

CODE OF CONDUCT

The purpose of this policy is to ensure that all library users have an opportunity to safely enjoy the library's services, materials and facilities without interference or disturbance, and to provide a safe and secure workplace for staff.

When using the library:

1. Treat library users and library staff courteously and follow standard library procedures.
2. Behave in such a way that we would not reasonably disturbing other library users or staff members. Examples of behaviors that could be disturbing are loud/boisterous conversations, obscene/offensive language, running, fighting, threatening and harassing behavior.
3. Refrain from any conduct that may endanger the health and safety of library users or staff or cause damage to library materials or facilities.
4. Shirts and shoes are expected attire. Wet bathing suits or clothing are not allowed.
5. Only service dogs and miniature horses as defined by the ADA, and animals featured in library sponsored or approved programs, are welcome in the library.
6. It is prohibited to distribute leaflets, take surveys, collect signatures on petitions, solicit business, electioneer or campaign, or perform similar activities on library property.
7. Please keep personal belongings with you. The library is not responsible for any loss of personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in the library.
8. You agree that the library may inspect the contents of all bags, purses, briefcases, backpacks, etc.
9. Bicycles, skateboards, rollerblades and scooters must be kept outside.
10. Please use care and maintain a neat area when enjoying food or beverages. Beverages must be in closed or lidded containers.
11. You may be asked to limit the number of persons who sit together at a single table or computer.

12. Prohibited are openly carrying a knife, blade, firearm or other object that could be used as a weapon; carrying a concealed knife, blade or other object that could be used as a weapon; or, carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado (inapplicable to law enforcement).
13. Use of alcohol (except when served at library events) is not permitted, and use of tobacco or vaping products is prohibited inside the library or within 25 feet of the entrances.
14. Sleeping is not permitted.

Staff may ask users not cooperating with this code of conduct to leave the library. All staff members have the authority to enforce this policy. Should a library user refuse to cooperate with a request to stop a behavior or to leave the building, the staff member may choose to call the police. If the police are called, the staff member who placed the call must fill out an Incident Report.

The library may pursue all legal remedies, including bringing criminal charges against any persons suspected of theft or vandalism of library property or materials, or of any violations on library property of federal, state or local laws, mandates, and ordinances.

Library users who disregard this code of conduct may be barred, either temporarily or permanently, from the library.

Adopted 9/24/09
Revised 7/13/16
Revised 12/5/18
Revised 12/1/21
Revised 10/12/22

COLLECTION DEVELOPMENT POLICY

The Collection Development Policy reflects the diverse needs of the Berthoud community as well as the Berthoud Community Library District's (BCLD) mission to provide education, enrichment, and connection.

BCLD advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all of the ideas found in its collections or the discussions those ideas may inspire, but provides the spaces and opportunities for those ideas and discussions.

BCLD protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. As such, BCLD upholds the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read. Copies of these documents are included in the Appendices.

BCLD is committed to resource sharing at local and state levels as demonstrated by our membership and participation in AspenCat, CLiC, and Swift Interlibrary Loan. Our membership in consortia demonstrates the idea that engagement, supportive learning, and responsible stewardship are collaborative endeavors.

BCLD is committed to being a good steward of the community's tax dollars and community assets.

Selection

BCLD will curate a collection to meet the needs of the community. Staff will monitor traditional metrics (borrowing statistics, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, class and service evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights in the course of community engagement.

We are format neutral, providing physical and digital collections for our community.

BCLD selections will meet most or all of the following criteria:

- Literary quality, based on the attention of critics, reviewers, awards, and popularity;

- The expertise, reputation, qualifications and significance of the author/producer/publisher;
- Representation of a wide variety of perspectives, authors, ideas, information, stories, and experiences;
- Accuracy, currency, timeliness and validity;
- Format, including physical quality, effectiveness, and ability to meet the needs of people with different disabilities;
- Cost, including the availability of discounts from vendors, subscriptions, and standing orders;
- Insufficient availability from other libraries;
- Supportive of the library's mission and strategic plan

Community requests and recommendations are welcomed and are subject to the same criteria as any other material.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, safety, and customer interest. Selection means identifying and measuring the impact of collections in the community.

Deselection

To maintain relevant collections and content in all formats, the library must continuously evaluate and deselect materials. Criteria for withdrawing items include, but are not limited to: declining interest, poor condition, unnecessary duplication, or inaccurate or outdated information. Deselected materials are disposed of according to the Disposal of Withdrawn Library Materials procedures. BCLD does not make arrangements to sell or give withdrawn materials directly to specific individuals.

Gifts and Donations

BCLD welcomes gifts and donations of materials or money for purchase of items, equipment, or digital content for the collection. BCLD maintains established funds for monetary donations. Donations are tax-deductible. Donations are subject to the library's selection and deselection criteria.

Reconsideration of Library Materials

Any resident of the library district's legal jurisdiction has the right to request reconsideration of any item in the library's collection. A Request for Reconsideration of Library Materials Form must be completed and submitted to CEO. No material will be deselected or withheld from circulation while under review. Library staff will evaluate the material as a whole and not

selections from it. Further evaluation of the item will follow the Reconsideration of Library Materials procedures listed here:

- The staff member who purchased the item compares the work as a whole to the selection criteria and decides if the item will remain, be moved to other collection within the library, or be deselected.
- The CEO will draft a letter to the person who submitted the request explaining the decision as it relates to the selection criteria.
- If the person who submitted the request chooses to appeal the decision, the Library CEO will compare the work as a whole to the selection criteria and decide if the item will remain, be moved to other collection within the library, or be deselected.
- The CEO will draft a letter to the person who submitted the request explaining the decision as it relates to the selection criteria.
- If the person who submitted the request chooses to appeal the decision again, the Library Board will review the actions of staff to ensure the proper procedure laid out in this policy was followed. If they find the proper procedure was not followed, the Library Board will instruct the Library CEO to evaluate the item using these criteria and procedures. The Library Board does not make any decisions regarding the selection or deselection of any individual items within the collection.

Adopted 6/8/16
Revised 10/14/2020
Revised 08/10/2022

COMMUNITY ROOM USE POLICY

1. Eligibility

- a. While space is designed primarily for Berthoud Community Library District (BCLD) events and use, the Community Room may be reserved by groups for events or meetings. By making the space available, BCLD does not sponsor or endorse any group or individual using the space, their product, service, view, or opinion.
- b. Commercial enterprises, such as small businesses, may use the room to present informational classes, but may not sell products or services in the library.
- c. The Community Room is available to groups of persons eighteen (18) years of age or older. Juvenile groups (under the age of 18) may use the Community Room with adult supervision.
- d. BCLD reserves the right to cancel or refuse the use of the Community Room or facilities at any time.
- e. The Community Room is not available for private parties or for individual use.
- f. All meetings must be free and open to the public. Any exceptions must be cleared by the Library CEO before any reservation will be confirmed.

2. Availability

- a. The Community Room is available only during regular service hours, with the exception of BCLD functions.
- b. The Community Room is scheduled on a first-come, first-served basis. Priority is given to library and library-related meetings and events.
- c. Users must schedule use of the Community Room with BCLD staff.
- d. Individuals wishing to preview the Community Room may do so during regular service hours when it is not in use by BCLD or another group.
- e. Use of any District-owned equipment must be cleared with the Library CEO at the time of scheduling.
- f. Outside groups may not reserve the Community Room more than three months in advance, with the three months including the current month and the next two.

3. General Rules

- a. Users are subject to all library rules, and meetings or events must not disrupt library operations.
- b. Users may serve beverages and light refreshments in the Community Room. Non-library groups may not serve alcohol. Library-sponsored events may serve alcohol.
- c. Smoking is prohibited in the library.

- d. Groups using the Community Room must observe library rules and protect library property. Users must immediately upon demand pay for any damages incurred during use of the property and equipment.
- e. Users are responsible for setup and cleanup for events. Facilities must be left in a clean, orderly condition. Tables, chairs, etc. are not allowed outside the community room.
- f. There is no storage available at the library. Users must bring in materials and supplies for each meeting. BCLD assumes no responsibility for property left in the building.
- g. BCLD staff do not take or relay messages to the Community Room except in an emergency.
- h. BCLD staff or representatives are allowed to access the Community Room at all times.

Adopted: 3/20/99

Revised: 10/19/07

Revised: 6/4/14

Revised: 6/8/16

Revised: 9/12/18

Revised: 5/12/21

COMPUTER AND INTERNET SAFETY AND USE POLICY

The Berthoud Community Library District (BCLD) provides public access to the Internet in keeping with the BCLD's mission of connecting our community to the world. To connect library users to resources beyond those contained in the BCLD's physical collection, the BCLD provides Internet access on public computers and via a wireless network for community members to use with their personal devices. BCLD reserves the right to require a Library Account in good standing be established and maintained for computer and wifi use.

This policy applies to adults and minors. Accessing the Internet using any of BCLD's systems constitutes acceptance by the user that they have read and understood the terms as stated in this and all other policies.

1. BCLD staff will work in partnership with parents and guardians to help supervise minors in the safe use of the Internet in compliance with Federal and State laws. However, since BCLD cannot control all aspects of this vast resource, parents are expected to continually participate in their children's learning processes by helping them make good choices in selecting appropriate materials and websites.
2. BCLD library users access the Internet at their own risk. It may contain controversial material that some may find offensive.
3. BCLD does not monitor and has no control over the information on the Internet and cannot be held responsible for its content. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user's activities. BCLD is not responsible for any loss or damage incurred by a user of the library's computer or telecommunications equipment.
4. BCLD's public computers are behind a firewall that blocks malicious content such as viruses and spyware. BCLD's block on malicious content cannot be bypassed for library users.
5. The same standards of intellectual freedom, privacy and confidentiality endorsed by BCLD for traditional resources apply to electronic media, including Internet use. BCLD will not release information on the use of Internet computers or specific websites accessed by BCLD library users, except as required by law or when necessary for the proper operation of the library. (See the Privacy Policy.)
6. Parents or legal guardians of minor children must assume responsibility for deciding what library resources are appropriate for their children, including access to the Internet. BCLD does not place age restrictions on access to any information, including the Internet.

Conditions of Use

1. All users are responsible for obeying state and federal laws.
2. All users are responsible for respecting copyright laws, licensing agreements, and payment of fees for any fee-based service.
3. Users must sign up for use of the library's public access internet computers. A valid library card, driver's license, or other acceptable form of identification must be presented in order to use a computer.
4. Usage is provided in one-hour blocks. Users may sign up for additional time if no one else is waiting. Computers are available on a first-come, first-served basis.
5. Users are required to use headphones when accessing audio content.
6. Users must pay for all prints at the time of printing.
7. Materials copied from the Internet may be subject to copyright laws. Library users who engage in the illegal download of copyrighted materials may be required to pay BCLD for any charges BCLD incurs due to said violation(s).
8. The use of BCLD computers and facilities for any type of illegal activity may result in revocation of Internet use privileges, general library privileges, and/or constitute grounds for civil or criminal prosecution. A network ban may be undertaken without prior communication with the user and may take the form of restricting a specific user-owned device from the use of BCLD's wireless network. Library users banned from the use of the network may appeal the ban in writing to the Library CEO. BCLD takes no responsibility for the loss of work or network time that results from a patron's device being banned from network use.
9. Although a virus checker is installed on library computers, this program may not completely protect the user from loading a virus onto a personal storage device. BCLD is not responsible for damage to a user's storage device or computer, or for any loss of data, any damage or any liability that may occur from use of a public access computer.
10. The BCLD network is not secure. Library users must rely on the websites they visit to provide a secure, encrypted connection for transferring sensitive information when needed. Users should be cautious about transmitting sensitive information, including but not limited to personally identifiable information such as name or address, account information, credit card numbers, passwords, or social security numbers over BCLD's network.
11. While BCLD strives to provide a quality wireless system, it cannot guarantee the signal quality, bandwidth availability, or general Internet site availability at any time.
12. BCLD prohibits the following:
 - a. Sending, receiving or displaying child pornography, text or graphics harmful to minors, or obscene text or graphics, at the discretion of library staff.
 - b. Engaging in any activity that facilitates sending, receiving or displaying materials harmful to a minor.

- c. Activities that disrupt the library or its network. Users may not attempt unauthorized access to any computer system. Users may be asked by staff at any time to disconnect any personal device the staff member deems a threat to the operation of the computer, the network, the smooth operation of the computer area in general, or the security of BCLD or its users. Failure to comply constitutes a breach of BCLD's User Behavior Policy.
- d. Loading or downloading software from the Internet to the computer hard drive, using personal software programs on the library's computers, or saving personal documents or images on the computer hard drive.
- e. Making any attempt to modify, gain access to files, passwords or data belonging to others, seeking unauthorized access to the library's or any other computer system, or damaging or altering software components of any network or database.

Filtering

1. As specified by state and federal laws (HB 04-1004 Internet Protection in Public Libraries, C.R.S. 24-90-601-606 and Children's Internet Protection Act (CIPA), Pub. L. No. 106-554) BCLD filters all Internet computers.
2. No filtering system is completely effective or efficient, and BCLD does not accept responsibility for objectionable websites, text, or graphics not blocked by the filter.
3. Upon request, staff may temporarily disable filters for adults 18 and older. In the case of minors supervised by a parent (those under 18 years of age), staff may temporarily disable filters for research or other lawful purposes.
4. To the extent practical, steps shall be taken to promote the safety and security of all users when using electronic mail, chat rooms, social media, instant messaging, and other forms of direct electronic communications.
5. Specifically, as required by CIPA, prohibited network usage includes: (a) unauthorized access, including hacking and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal information regarding minors.
6. The filtering software used at BCLD has different settings and options that can be selected to block access to a wide variety of Internet sites. The Library Board of Trustees designates authority to the Library CEO as the final decision maker with regard to which filtering software settings and options are activated in order to comply with this policy and the above referenced CRS.

Adopted 6/29/07

Revision 5/22/2008

Revision 5/3/2012

Revision 6/8/16

Revised 9/12/18

Revised 3/10/21 (formerly separate Computer and Internet Safety and Use Policy; Wireless Policy)

EMERGENCY POLICY

The Berthoud Community Library District is committed to a safe, healthful and productive workplace for all employees and users. Procedures are in place to prevent and respond to workplace emergencies.

Preserving life and health are the main priorities in the Emergency Plan. Protecting property is secondary.

Library staff will review the emergency procedures outlined in the Emergency Plan in the Procedures Manual at least twice a year. When appropriate training is offered, such as First Aid, CPR, or Fire Extinguisher training, library staff will participate.

Further information is included in the Emergency Plan in the Procedures Manual.

EMERGENCY CLOSING POLICY

The Berthoud Community Library District (BCLD) is a public entity; therefore, during times of severe weather or building function impairment, every reasonable effort will be made to keep the library operating during normal operating hours. Staff will attempt to make temporary accommodations to keep the building open, such as the use of space heaters or fans.

There may be times when emergencies, such as severe weather, fires, or power failures, disrupt normal operations at BCLD. The Library CEO will consider staff and user safety, as well as local government, business and school closures, when making the decision to close.

It is the responsibility of the Library CEO to determine whether or not the library should close as well as the duration of the closure. The Library CEO shall inform the Board President (or other Trustee if necessary) when closing. The Library will also obey local or state mandates to close the building.

Public announcements of the unscheduled closure will be made on the Library's social media and any other sources the Library CEO considers useful. If possible, a note will be posted on the front door and the answering machine changed with appropriate information.

FINANCIAL POLICY

The Berthoud Community Library District establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the District's mission and goals, and compliance with appropriate laws and ordinances.

Budget and Reporting

1. The Library CEO, Board President, and additional staff members with responsibility for budgetary elements will develop a calendar year budget for Board review and adoption to meet legal requirements.
2. On a monthly basis, staff will present a list of all expenditures to the Board for review and acceptance. The Board may ask to see receipts for any purchases at any time.
3. Staff will also, on a monthly basis, present a monthly financial report showing the status of all accounts and funds. This report will clearly present the financial position of the library and should indicate the current position of each budgetary line item including budgeted amount, expenses by vendor, receipts for purchases over \$750.00, monthly and year to date expenditures, and remaining budget.
4. All District financial records will be submitted to audit by an independent firm on an annual basis for preparation of the exempt from audit application.
5. District finances will be annually reported to the State of Colorado as required by Colorado Library Law.

Authority to Spend

1. The checking and savings accounts held by the District shall have the signatures of the Library CEO and Board President on file. All investment accounts and a safety deposit box (if needed) shall have the signatures of the Board President on file.
2. The Library CEO is authorized to sign all checks, including payroll, with the exception of any checks written to the CEO. Such checks will require the signature of the Board President.
3. The Library CEO is authorized to spend:
 - a. Up to \$750 on any single budgeted item or invoice without prior Board Approval.

- b. Between \$751 and \$4,999 on any single item only with approval of the full Board without a bid.
 - c. \$5,000 or over only after completing the formal bid process as described in Colorado law.
4. The Library CEO is authorized to make deposits in the appropriate District accounts and to transfer funds from one budget line-item to another for payment of monthly library bills.
5. In case of emergency (safety or security), the Library CEO may expend necessary funds with the approval of any two Board members.
6. The Library CEO shall be authorized to maintain charge accounts at necessary suppliers, and to open a debit and credit card in the District's name for the purpose of purchasing needed materials for the Library.

Disposal of Property

1. Withdrawn library materials and materials donated but not added to the collection will be offered to the Friends of the Library to raise funds for projects. Items deemed unfit for sale may be discarded at the discretion of the CEO without Board approval.
2. All other District property disposal must be approved by the Board.

Grants and Donations

1. Funds donated to the District may be allocated according to the wishes of the donor or may be undesignated. The Board shall determine the disposition of undesignated donations over \$750.00.
2. The Board shall have the right to approve or deny library utilization of grants or contracts on behalf of the District.

Investment Policies

1. The District's monetary assets are accounted for in the various funds of the District and shall include the General Fund, Building Fund, and any other Fund established by the Board.

2. Investment of these funds shall be based on the following objectives: safety, maintenance of sufficient liquidity to meet current obligations, return on investment, and simplicity of management. When possible, priority shall be given to local financial institutions.

Revised 6/8/16
Revised 8/12/2020

Gift Policy

The Berthoud Community Library District (the “Library”) welcomes gifts and donations from local business, corporations, families and individuals to support the Library that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance programs, activities, events and services to the community that comprises the Library District.

The Board of Trustees of the Berthoud Community Library District believes that libraries play an essential role in the quality of life of our citizens and in this important function, the Library is supported through public funding supplemented by donations.

Library Principles Surrounding Donations:

- All gifts, grants and/or support must further the Library's mission, goals, service objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants and/or support must preserve equal access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, against sectors of the community.
- All gifts, grants and/or support must protect intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants and/or support must allow for other actual or potential donors to have similar opportunities to provide support to the Library.
- All gifts, grants or in-kind support given with special requirements must be approved by the CEO. The acceptance or solicitation of gifts, grants or in-kind support by library staff valued at up to \$1,000 must receive prior approval of the CEO. All gifts valued at \$5,000 or more must be accepted by resolution through the Library Board of Trustees.
- The Board will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

Authority

The Library Board of Trustees has authority over naming. All commemorative naming proposals shall be approved by the Library CEO prior to discussing the proposal with a prospective donor. The Library CEO will refer naming proposals for an entire building, significant area or collection within the Library at any of its locations, to the Trustees for their consideration and review.

Criteria for Naming Buildings and Interior/Exterior Spaces – Generally

A building or significant area within and building occupied by the Library may be named for individuals, families or entities meeting one or more of the following criteria:

- Donors who have made a significant financial contribution to the Library including donors who have made a significant contribution toward the construction or operational support of a building or major renovation of an existing building or portion thereof, an endowment whether at the Library or at the Friends, or other program or activity of the Library.
- Distinguished person who has provided extraordinary service to the Library or who otherwise merits special recognition;
- Extraordinary service to the Library as a staff member.

Criteria for Naming Buildings and Interior/Exterior Spaces – New Construction

When the naming opportunity concerns a new library building or renovation of the existing building, a donor will be required to provide a gift supporting a substantial portion of the funds needed to complete the project, or a predetermined gift. Physical spaces will not be named in honor of a donor in return for an estate commitment. A due diligence review of each naming proposal will be conducted by the Board of Trustees to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect negatively on the Library.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending that the Trustees approve any naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of the Library and will not detract from the Library's use or the Library's reputation as a public entity.

Duration of Names and Name Changes

Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the building, interior/exterior space or program.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the Trustees may at their sole discretion elect to remove the established commercial enterprise

name or to change the name, if either such action is determined to be in the best interest of the Library.

If a building or area within a building is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a building, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

Removal or Change of Name

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entities name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Trustees can only be revoked by a vote of that body.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a building, interior/exterior space or major program. The Trustees, in cooperation with the board of the Friends & Foundation, will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the Library to remove the donor's name from the naming opportunity.

Adopted 11/10/21

Human Resources Policy

This extensive policy is kept as a separate document in the printed policy manual, on the library's electronic storage drive, and on the CEO's computer storage.

Last revision: 6/8/22

LIBRARY OPERATIONS POLICY

1. Service Outlet and Hours

A. Service Outlet

The Berthoud Community Library District is a library district legally established under Colorado Library Law (CRS 24-90-1-1et seq.) providing library service to residents of the town of Berthoud and its surrounding area. The library is located at the following address:

Berthoud Community Library District
236 Welch Avenue / P.O. Box 1259
Berthoud, CO 80513-2259
Phone: (970) 532-2757
FAX: (970) 532-4372
Web Address: www.berthoudcommunitylibrary.org

While other public libraries also operate in Larimer County, each is an independent unit. The libraries are not organized under any single administrative jurisdiction.

B. Hours

The Library Board will approve the hours of operation.

The Library Board will update and approve a calendar of holiday closings annually.

The library will post a schedule of library operating hours and holidays.

The library is open to the public each week on a daily schedule as follows:

Monday through Friday	10 a.m.-	6 p.m.
Saturday	10 a.m.-	4 p.m. (closed noon to 1 p.m.)
Sunday	Closed	

Curbside service from the library is available 10 a.m. to 5 p.m. Monday through Saturday.

These hours may vary in the event of a public health, weather, or other emergency.

2. Borrowing Privileges

A. Eligibility: Any resident of Colorado is eligible for a library card.

B. Registration of borrowers

Applicants must present proof of identity and current address to obtain a library card. Any of the following is acceptable proof of identification and/or address. Two forms are acceptable if necessary to show current name and address:

- Driver's License;
- Pre-printed checks;
- Canceled mail;
- Current utility bill;
- Car registration;
- School record or ID;
- Any legal document showing name and address.

A parent or guardian must accept responsibility for children under the age of eighteen. Both the parent or guardian and the child must be present when registering for an account.

Library cards are issued at no charge.

BCLD cards expire every three (3) years.

Library cards are available for use immediately upon receipt.

Temporary library cards may be issued to people who are temporarily residing in Berthoud. Proof of temporary residency is not required. The library card will expire when the person plans to leave Berthoud. People requesting temporary cards must provide their permanent address and telephone number.

3. Responsibilities of Borrowers

Borrowers are responsible for:

- All materials borrowed on their library cards by themselves or others;
- The replacement cost of lost or damaged items or parts of items;
- Reporting lost or stolen library cards;

Parents or guardians are responsible for the use of cards by minors.

Borrowers may add other authorized users to their accounts, but this must be done in person.

Borrowers are required to have their library card or other identification with them to conduct library business.

Possession of a card is considered permission to use the card, unless the card has been reported to the library as lost or stolen.

Berthoud cardholders who use Colorado Library Card privileges at other Colorado libraries must follow the rules of those libraries.

Revised: 7/26/07

Adopted: 9/24/09

Revised: 6/8/16

Revised: 12/5/18

Revised 12/9/2020

Revised 4/14/21

Revised 12/7/22

PRIVACY POLICY

1. Privacy Statement

The Berthoud Community Library District (BCLD) is committed to protecting the privacy of users, staff, donors, and other contacts. BCLD collects personal information in order to provide or improve library services.

This confidentiality extends to information sought or received, materials consulted or borrowed, search records, borrowing records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

2. Use of Public Computers

BCLD maintains sign-up lists for public computers on paper to manage access and for administrative purposes. The lists are shredded after statistics are recorded. There is no electronic tracking of workstation use that would enable BCLD to determine who the user was or what was done on the computer after the user logs off. Computer users are responsible for ensuring they have logged off any websites, cleared any browsing history, and deleted any downloads at the end of their computer sessions.

3. E-mails and Web Forms

Personal identifying information that a user provides by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or provide library services, update registration information, or to respond to questions or comments.

4. Information Collected and Stored Automatically

When users access BCLD's web site or download information, certain statistics are automatically gathered and stored about the visit but not about the user. This information does not personally identify the user. BCLD automatically collects and stores the following information about the visit:

- The Internet domain and IP address from which access to the web site is gained;
- The type of browser and operating system used to access the web site;
- Only the date of access to the web site and the pages visited is stored;
- The address of the website from which the initial visit to BCLD's web site was launched, if any.

The library uses this information to help create a more useful site, and to learn about the number of visitors to our site and the types of technology our visitors use. The data that is collected is not connected to a user's personal information or identity.

5. Links to Other Sites

BCLD's web site contains links to other sites. BCLD is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. We encourage users to become familiar with privacy practices of other sites visited, including linked sites.

6. User Borrowing Records

BCLD does not use a paper process to collect and track customer borrowing records. It is done electronically. BCLD belongs to a consortium called AspenCat which electronically maintains information provided by our users at registration. When an item is checked out, that item is then tied to the user's record in the library's system.

7. Security

For site security purposes and to ensure the integrity of BCLD's computer system, BCLD uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. For information on internet use and filtering by staff or members of the public, see the Computer and Internet Safety and Use Policy.

8. Privacy & Confidentiality of Library Records

Law enforcement agencies may request library records that the officers believe contain information that may be helpful to the investigation of criminal activity. BCLD records will be made available to any agency of state, federal or local government pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

Colorado law provides for the privacy of library use and records under CRS 24-90-119. BCLD complies with this law.

Approved 7/09
Revised 4/12/12
Revised 6/8/16
Revised 7/10/19
Revised 8/10/22

PUBLIC PARTICIPATION AT BOARD MEETINGS POLICY

The Berthoud Community Library District (“BCLD”) encourages members of the public to attend meetings of the BCLD Board of Trustees (“Board”) . It is the policy of the Board to invite public participation during the public participation portion of the meeting as stated on the meeting agenda.

Guidelines for Public Introductions and Comment

1. Members of the public have the right and are encouraged to attend Board meetings, observe its deliberations and participate at appropriate times.
2. Individuals or organizations desiring to speak at a Board meeting shall request time to speak at a scheduled meeting by notifying the Library CEO or the Board president at least three (3) days prior to the scheduled meeting. The request must include the individual’s or organization’s name, address, purpose of request and the topic or issue to be addressed. However, the Board may agree, by majority vote of the Board members, to hear any individual or organization at any time, notwithstanding the requirements for notice above.
3. Those desiring to speak should be a cardholder who resides or owns property within the library district’s legal jurisdiction, though the board may at their discretion choose to allow participation from others
4. Any individual who wishes to speak at a Board meeting must first be recognized by the Board president. Should the request to speak be granted, the Board president may limit the time for presentation. If there are numerous requests to address the Board on the same issue, the president may select representatives to speak on each side of the issue. Those who have been recognized to address the Board is required to begin speaking only after stating their name and address.
5. These procedures are not designed to restrict the scheduled presentation by members of the public who have regular business with the Board and whose presentations are provided for on the Board meeting agenda.

Revised 6/8/2016

Revised 4/10/2019

Revised 5/11/2022

Revised 6/8/2022

PUBLIC POSTING & DISTRIBUTION OF FREE MATERIALS POLICY

The Berthoud Community Library District (“BCLD”) provides access to community information by providing space on library property for the distribution of free material and the public posting of flyers, notices, and posters. Distribution or posting of such materials on library property does not indicate the BCLD’s, the BCLD Board’s or the BCLD staff’s endorsement of the ideas, issues, events, or organizations promoted or mentioned by those materials.

Criteria for Display

- The BCLD gives priority to postings requested by organizations engaged in civic, educational, cultural, or nonprofit activities and to Berthoud organizations and events.
- Individuals or businesses engaged in selling products or services for profit are permitted to post or distribute material in designated areas only. This option is only available to residents and businesses located within the BCLD.
- For information which is not time sensitive, new material must be submitted every 6 months to ensure that posted items are current.

Approval of Postings or Free Materials

Items for posting or free distribution must be submitted to the BCLD CEO for approval prior to posting or free distribution on library property. The BCLD Board and CEO reserve the right to deny posting of any materials. BCLD will not post information that could be considered defamatory, that suggests or constitutes criminal activity, or relate to political events and/or campaigns.

Space Allocation

The BCLD CEO asserts the right and responsibility to ensure that the bulletin board and handout spaces are available on an equitable basis to all groups that meet the above stated criteria. The BCLD CEO reserves the right to designate space for library use only.

Removal and Preservation of Materials Posted or For Free Distribution

The BCLD CEO and staff will discard materials posted or left for free distribution without approval by the individual or organization responsible for the posting or materials. The BCLD assumes no responsibility for the preservation or protection of materials posted or placed for free distribution on library property.

Approved 4/26/07

Revised 11/4/10

Revised 5/5/11

Revised 6/8/16

Reviewed 4/10/19

Revised 5/11/2022

PUBLIC RECORDS REQUEST POLICY

In accordance with the Colorado Open Records Act (CORA), C.R.S. 24-72-201, et.seq., public records maintained by the Berthoud Community Library District (BCLD) shall be open for inspection by any person at reasonable times, except as provided in CORA or as otherwise provided by law. These materials are different from the books and other items that make up the circulating stock of the BCLD. They are the internal management records of the BCLD. The custodian of records is the BCLD CEO. The BCLD CEO shall establish alternate custodians for times when the CEO is not available.

A person who desires to inspect or to obtain copies of records shall submit a written request in accordance with the request form attached to this policy. Copies of the form shall be available on the BCLD's website and in the administrative office. The BCLD will endeavor to make the requested records available within one working day. If the records are not readily available, the custodian shall set a date and time for inspection or for providing copies. Under normal circumstances, this shall happen within a maximum of three working days of receiving the request. If there are extenuating circumstances, as provided in CORA, up to an additional seven working days may be required. Working days are any day the BCLD is open to the public.

The custodian shall promptly review the request to determine the nature of the records sought, the time required to locate and make the records available, and whether there are questions concerning the release of any of the records or difficulty in providing the records within three working days.

If the custodian believes that any of the requested records are not to be released under CORA, or determines that there are extenuating circumstances that will require more than three working days to produce the records, or otherwise believes that the request cannot be met within the specified time frames, the custodian shall promptly seek review by the BCLD's attorney and shall also inform the BCLD Board of Trustees to ensure the request is being fulfilled as accurately as possible and in accordance with CORA. After consulting with the BCLD's attorney, if the requested record can be released, the custodian shall contact the requester to provide information as to when and where the records can be inspected or copies obtained.

The custodian of records shall determine whether to provide inspection of the original material or to provide a printed copy. The custodian may provide an electronic copy by e-mail. Any inspection of original records shall be in the BCLD and monitored by a BCLD employee. The requester will follow any instructions from the BCLD staff concerning handling of records.

Except as otherwise stated in this policy, there is no charge for inspection of records. If the custodian determines to provide a copy, rather than access to the original record, there shall be no charge for the copy. If the requester asks for a copy, rather than or in addition to inspection of the original, the BCLD shall charge the current rate for copies. If copying facilities outside the BCLD are required, the actual cost for those copies shall be charged. The BCLD will provide the requester with an invoice for all charges. The invoice must be paid before the BCLD will provide the copies.

Please refer to the Privacy Policy for information on confidentiality of user information and borrowing and loan records, per state and federal law.

Adopted 7/12/2012
Revised 8/10/22

Record Retention Policy

This extensive policy is kept as a separate document in the printed policy manual, on the library's electronic storage drive, and on the CEO's computer storage.

Adopted 5/2010

Revised 6/8/16

Revised 9/12/18

Last revision: 10/13/21

Security Camera Policy

Security cameras and the associated recordings are intended to:

- Promote safety and security of the staff, community members and library facilities,
- Support enforcement of the library's rules of conduct,
- Discourage inappropriate and illegal behavior, and
- Aid in the apprehension and prosecution of offenders.

Recordings will be obtained and used in manner that is consistent with the Privacy policy.

Retention

Security camera recordings are stored digitally on hardware under the control of the Berthoud Community Library District staff. Recordings are generally maintained for a minimum of 30 days or until system capacity is reached, at which point the oldest recordings are automatically deleted.

Recordings are confidential and secure to the extent permitted by law. Typically, the recordings are not monitored or reviewed. The location of security cameras is limited to areas that do not violate a person's reasonable expectation of privacy. If an incident comes to the attention of library staff, the related recordings may be reviewed, retained, and saved for as long as necessary.

Signage

Signs are posted at the entrance of library facilities indicating the use of security cameras for monitoring and recording activity in public areas of library property.

Liability

This policy shall not impose any responsibility on the Library, its employees, or the Library Commission to protect against or prevent personal injury or loss of property.

Public Disclosure

Pursuant to state law C.R.S. section 24-90-119, members of the public are prohibited from viewing security camera recordings that contain information that identifies library users. There are very limited circumstances under which this information will be disclosed. If the Library receives a request from a member of the general public to inspect security camera recordings, the requestor will be instructed to submit a request for this information pursuant to the Colorado Open Records Act (CORA) C.R.S. sections 24-72-201, et seq., and staff will determine whether disclosure is permitted.

Adopted 8/11/21

Social Media Policy

This policy is designed to ensure the proper use of the Berthoud Community Library District's social media by library staff, customers, and the public. The Berthoud Community Library District (BCLD) uses and encourages the use of multiple social media platforms to reach new audiences, engage with users more effectively, and enhance services by allowing greater interaction and feedback. BCLD provides online spaces that offer an extension of library services and resources to connect users to library resources. BCLD welcomes public comments, posts, and messages on our social media networks. However, BCLD's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints but a limited forum for discussing library programs, services, events, and resources.

Rules for Commenting and Posting.

BCLD does not discriminate against any views but does reserve the right to monitor content before or after it is posted to BCLD-owned social media sites and accounts. BCLD reserves the right to edit or remove any messages or postings that it deems, in its sole discretion, to be inappropriate or in violation of BCLD's Behavior Policy.

Inappropriate content includes, but is not limited to, the following:

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

Additionally, BCLD reserves the right to terminate a person's ability to post, comment, or otherwise participate in BCLD's social media tools when the person has posted any of the above listed inappropriate content. Individuals are responsible for the content of their comments. By choosing to comment or post content on any social media site managed by BCLD, individuals agree to indemnify BCLD and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the posted content. Content posted to the BCLD social media sites are subject to public disclosure and the Open Records Act.

Privacy

BCLD does not collect, maintain or otherwise use the personal information stored on any third party site (e.g., Facebook, Twitter) in any way other than to communicate with users on that site. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Responsibility for Social Media

BCLD is represented through official social media channels created by the Technology and Marketing Specialist or other staff members to maintain a clear and consistent message. The Technology and Marketing Specialist has responsibility for information posted on BCLD-owned social media accounts. As such, BCLD staff is not authorized to create new social media channels on behalf of the BCLD. The Technology and Marketing Specialist grants access and authority to employees to post, comment, and share under the profile of BCLD.

Personal Social Media Accounts

BCLD employees often possess personal social media accounts. BCLD makes a distinction between personal and organizational accounts. Views expressed by the personal accounts of BCLD staff members do not represent the views of BCLD and do not serve as an official communication. Just as with BCLD social media accounts, BCLD employees using personal social media accounts may not disclose any sensitive, proprietary, confidential, or financial information about BCLD. Individuals may be recognized as BCLD employees and the comments could reflect on the organization.

Staff members may not:

- Use the BCLD logo for profile images in social media, except in cases where the social media site (e.g., LinkedIn) automatically pulls the logo to associate it with employment in a personal profile.
- Use personal online identities and accounts to represent BCLD in an official capacity. Due to the difficulty in separating official and individual personas online, library staff should be cautious to avoid representing BCLD inappropriately to the public.

BCLD takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above or in employee performance and conduct as outlined in BCLD's HR Policy Manual. Under Colorado law (CRS Sec. 24-34-402.5), it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.

Disclaimer

While BCLD makes reasonable efforts to monitor the content of its digital and social media sites, BCLD is not responsible for the content of any external comment or post, and expressly disclaims any liability for external comments and posts.

Please Note: Comments posted within BCLD social media sites will not be considered as official requests for information or action. Official correspondence and requests will be received through the Berthoud Community Library District at 236 Welch Ave, Berthoud, CO 80513.

Adopted November 9, 2022

VOLUNTEER POLICY

The Berthoud Community Library District (BCLD) welcomes community volunteers as needed. Volunteers have been a vital part of the library's operation since its founding and remain a valued resource. BCLD will abide by all local, state, and federal laws regarding recruiting and utilizing volunteers.

Adult Volunteers

- The library utilizes its volunteers to enhance public service to the community. Volunteers work on tasks and special projects.
- Volunteers are selected based on their qualifications and the needs of the Library at any given time. Persons interested in volunteering are required to fill out a volunteer application.
- Volunteers will be given a job description that outlines qualifications, duties, and training requirements. Volunteers are expected to take directions from the staff member who is responsible for their work and volunteers may be removed by that supervisor. Identification badges are provided and should be worn by all volunteers.
- Work schedules and specific time commitments are arranged individually by each volunteer and the supervisor. Volunteers who cannot meet a scheduled work assignment should inform their supervisor in advance.
- Volunteers must follow the BCLD employment process in order to obtain paid employment should a position be open.
- Adults must consent to a background check as a condition of volunteering.

Special Volunteer Initiatives

Court assigned community service. BCLD may accept Berthoud area residents for court assigned community service based on the needs of the library at any given time. Applicants are screened by BCLD staff and assigned to various tasks based on their skills and library needs. Training, supervision, and scheduling follow the policies stated above.

Teen Volunteers. BCLD accepts youth volunteers aged 12 and up to help with the summer reading initiative, events during the school year, and other projects. Younger volunteers will be accepted at the discretion of the Youth Services Librarian. Applicants are screened by the Youth Services Librarian. For more details, see separate Teen Volunteer application.

What can volunteers expect from the Library?

- An interview to ensure best placement
- Equitable treatment
- A written job description
- Orientation and training
- Support and supervision
- Safe, healthy working conditions
- Respect for volunteer contributions

What can the library expect from volunteers?

- Honesty about goals, skills, limitations and motivations
- Support of library policies as well as all local, state, and federal regulations; and cooperation with staff
- Recognition of the library's need to screen, reassign, or remove volunteers when necessary
- A flexible and open-minded attitude
- Maintaining confidentiality of any information about library users – see Privacy Policy for details
- Notice of resignation with reasonable notice

Adopted 5/10
Revised 7/13/16
Revised 10/14/2020
Revised 5/11/2022

Website Accessibility Policy

The Berthoud Community Library District (BCLD) is fully committed to providing accessible facilities, elements, and channels of communication to all members of the public. As part of this commitment, BCLD has a policy of providing an accessible website compatible with the Web Content Accessibility Guidelines (WCAG 2.1) and commercial screen reading software. All features of the website are coded to allow individuals with vision and other impairments to understand and use the website to the same degree as someone without disabilities. We welcome feedback and can often resolve issues in a timely manner if they arise. If you need any special assistance or accommodations, please contact our accessibility officer or call us at 970-532-2757.

Ongoing Compliance

Information Compliance Officer

BCLD has designated the Technology and Marketing Specialist as its compliance officer for website disability-related accommodations. The compliance officer has received training in website accessibility and updates the site in accordance with those best practices. Contact our accessibility officer to report an issue.

Compliance Procedures and Reports

In addition to coding our website to WCAG 2.1 standards, BCLD scans its website quarterly or as required to ensure ongoing compliance, and makes timely changes to any inaccessible changes, if any are found. In our ongoing commitment to transparency, we make the latest reports available to the public.

Linked Documents and Third Parties

Please note that this site may link out to third-party websites that do not have accessible content. The BCLD site may also include documents provided by third-parties. While we cannot control the accessibility of content provided by third-parties, we are happy to assist any member of the public with reading and accessing content on our site.

Adopted 6/8/2022

WHISTLEBLOWER POLICY

The Berthoud Community Library District (the District) is committed to upholding the highest standards of professional conduct through open communication. Accordingly, all trustees, employees and volunteers (Stakeholders) are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the District's own policies in conducting their duties and responsibilities.

Reporting Responsibility: This policy is intended to encourage and enable Stakeholders to raise serious concerns internally so that the District can address and correct inappropriate conduct and actions. It is the responsibility of all Stakeholders to report concerns about violations of the District's policies or suspected violations of law that govern District operations.

Protection Against Retaliation: It is contrary to the values of the District for anyone to retaliate against any Stakeholder who in good faith reports an ethics violation, or a suspected violation of law. Any Stakeholder who reports known or suspected violation(s) in good faith and has reasonable grounds for reporting shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

Reporting Procedures: The District has an Open Door policy, outlining Stakeholder responsibility to discuss work concerns frankly and professionally through the chain of command. However, Stakeholders who reasonably believe that some activity of the District is in violation of its ethics, policies or applicable law, are required to file that complaint in writing on the Whistleblower Reporting Form (see Appendix) directly with the District's Compliance Officer.

Compliance Officer: The District's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board President acts as the Compliance Officer. Should the Board President be the subject of the complaint, then the remaining members of the board shall appoint another trustee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer will advise the Library Director and the Board of Trustees of all complaints and their resolution, during an Executive session of the Board.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations: The District's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the violation report. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted 12/9/2020

YOUTH SAFETY POLICY

The Berthoud Community Library District (BCLD) is dedicated to providing a safe and welcoming environment for families and youth. BCLD has created space, structure, and policy designed to support and safeguard youth.

The youth area of the library is specifically designed to serve the needs of young users. Adults in that area not using youth materials or not supervising a young library user will be asked to use other areas of the library. Staff members will place the safety of young people first in any situation.

Parents, guardians, and adult caregivers are exclusively responsible for the conduct, safety, and supervision of children while on library premises. While BCLD staff members value the safety of children, they have many duties to fulfill and cannot supervise youth in the library or outside the building. If, while serving the youth population, a staff member has concerns over safety or conduct, they will take the following appropriate actions:

1. Try to locate the adult responsible for the youth
In the Library or on the Premises
By Telephone
2. If the adult responsible cannot be located within a reasonable time, staff may call local law enforcement to assume responsibility for the youth.

There are instances in which physical contact between youth and staff members is necessary or appropriate. These include moving a youth out of the way of imminent physical danger, comforting an upset youth when the youth accepts the offer, or returning a physical gesture of affection, assuming the youth initiates the contact and the staff member also consents to the contact. These could look like lifting a toddler off a high shelf if the toddler's guardian is too far away to do so first, holding the hand of a child while searching the library for mom or dad, or returning a hug that's offered.

Staff will not transport any individual, youth or adult, from the library to another location. If staff are required to wait after hours with a youth for parents or law enforcement, two staff members will stay with the youth.

Approved 7/09
Revised 7/13/16
Revised 10/14/2020
Revised 8/10/2022
Revised 9/14/2022

APPENDICES

APPENDIX A

Berthoud Community Library District Adult Application for Volunteer Service

Name: _____ Date: _____
 Last First MI

Address: _____

Home Phone: _____ Business Phone: _____

Person to be called in case of emergency: _____ Phone: _____

Education: _____

Do you have any previous library experience? Y N
If yes, please describe: _____

Other volunteer experience: _____

Previous work experience: _____

Computer/word processing experience: _____

Special skills/interests: _____

Do you speak a foreign language or know sign language? _____

When are you available? Weekdays ____ a.m. ____ p.m. ____ evenings
 Weekend's ____ a.m. ____ p.m.

Briefly, why do you want to volunteer here? _____

Which are your preferred areas of service (please mark all that apply)?

___ Shelving Volunteer ___ Event Volunteer ___ Summer Reading Initiative Volunteer

Affidavit—Read each statement carefully before signing.

I certify that all information I have provided in this volunteer application is true and complete. I understand that any false information or omission may disqualify me from further consideration for volunteering and may result in my dismissal if discovered at a later date.

I authorize the investigation of any and all statements contained in this application and also authorize any person, school, employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful. I release such persons and organization from any legal liability in making such statements.

I understand I may be required to successfully pass a background check. I hereby consent to a background check as a condition of volunteering. My social security number for the background check:

I agree to abide by Colorado Library Law as it relates to patron privacy.

Date: _____ Signature: _____

Thank you for expressing an interest in our library. We will let you know if our needs meet your interest.

For Library Staff: _____ Background Check _____ Volunteer Agreement

Library Volunteer Agreement

I. Berthoud Community Library District

We, the Berthoud Community Library District (BCLD), agree to accept your volunteer services and we commit to the following:

- 1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
- 2. To be willing to discuss any problem or suggestion you might have regarding your assignment or any other aspect of the library volunteer program.
- 3. To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
- 4. To keep accurate records of your volunteer service.

II. Volunteer

I agree to serve as a volunteer for BCLD and commit to the following:

- 1. To volunteer during the hours I have scheduled, be prompt and reliable, and to notify my supervisor if I am unable to volunteer.
- 2. To be courteous to staff and library users at all times.
- 3. Respect the privacy of staff and library users by never discussing them or their library usage with others.
- 4. To acknowledge BCLD’s right to dismiss any volunteer for poor performance, excessive absenteeism, misconduct, or for lack of suitable work available.
- 5. To abide by all Library policies, and all local, state, and federal laws and regulations.

My signature confirms that I understand that as a volunteer I am not entitled to compensation for the work that I perform and am not entitled to worker's compensation or group benefits in the event of injury. I further agree to hold BCLD and any and all BCLD employees, BCLD board members or BCLD-contracted parties, harmless for any injury, loss or other damages that might occur to me, those under my care or for whom I am responsible, or to my possessions, during or as a result of my service as a volunteer. I affirm that I have received the Volunteer Handbook.

BCLD reserves the right to an evaluation sometime after placement and the right to terminate services should responsibilities not be fulfilled satisfactorily.

Name of Volunteer

Signature of Volunteer

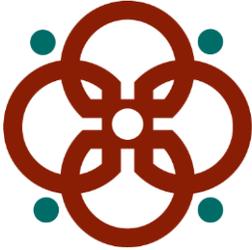
Date

Signature of Volunteer Coordinator

Date

Appendix B

Berthoud Community Library District Youth Volunteer Application



Berthoud Community Library District Youth Volunteer

- Youth Volunteer Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Do you need documentation for volunteering? YES NO Required number of hours _____

Reflection

Please tell us about your approach to work and learning.

Everyday labor

Describe how you help at home, school, church, and other places in the community.

Responsibilities: _____

Schedule

Berthoud Library District hours of operation:

Monday through Friday 10 a.m. - 6 p.m.

Saturday 10 a.m. - 4 p.m.

What days and times are you available?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

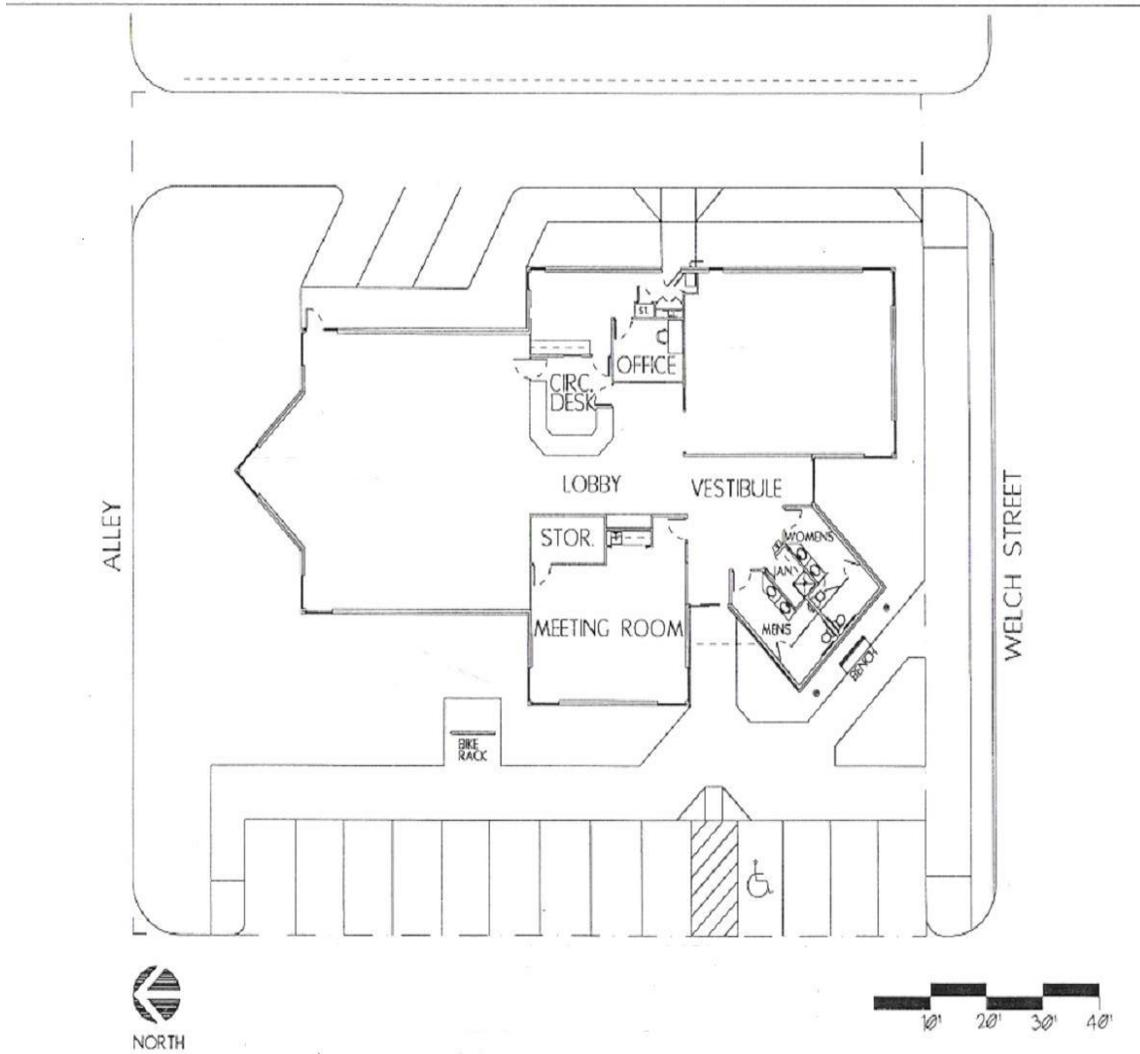
Are you available for after-hours events?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Appendix C



APPENDIX D

**Berthoud Community Library District
Incident Report**

This form may be filled out online.

Date and Time: _____

Staff reporting: _____

Written reports are necessary when the police have been called or there is possible insurance liability. Such reports should be written as soon as possible after the event, and copies should be provided to the Library CEO. In the case of accidents or injuries, the first priority is for the victim's immediate aid.

Emergency/Incident: *(check appropriate box)*

- | | |
|--|---|
| <input type="checkbox"/> Abandoned Child | <input type="checkbox"/> Refusing to Leave When Requested |
| <input type="checkbox"/> Aggressive Behavior | <input type="checkbox"/> Sexual Misconduct |
| <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Injury/Sudden Illness | <input type="checkbox"/> Other _____ |

Location of incident: _____

Describe incident: _____

Name & description of victim; include address/phone if possible: _____

Name & description of offender; include address/phone if possible: _____

Names of witnesses/staff involved: _____

Were the police or medical emergency called? YES NO

Victim refused further assistance YES Explain:

Describe action taken by staff and/or authorities:

Follow up needed?

Adopted 8/27/09 Revised 7/13/16

APPENDIX E

Colorado Libraries Collaborate Card Policy

Berthoud Community Library District

Policy Statement: Berthoud Community Library District (BCLD) offers reciprocal borrowing privileges to non-BCLD residents who are Colorado Libraries Collaborate! (CLC) program participants.

Rules/Regulations:

- Acceptable forms of picture I.D.: driver's license, passport, school I.D., or any other government-issued document showing a photo and borrower's name.
- Acceptable forms for proof of address: driver's license, check book, car registration, pay stub (with address), mail with a current postmark, bill, mortgage or lease agreement, or any "official" document with borrower's name and current address.

CLC borrows:

- a) 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 BCLD.
- b) CLC borrowers will be informed about BCLD rules and policies.
- c) CLC borrowers are responsible for understanding and abiding by the rules and policies of BCLD.
- d) CLC borrowers are responsible for all materials checked out on their cards.
- e) Any materials borrowed by a CLC borrower are subject to the BCLD loan policies and due dates.
- f) CLC borrowers are allowed access to subscription databases from library computers.

Notes:

- 1) Local public library definitions and policies on identification, seasonal residents, circulation policies, loan periods and returns may differ.
- 2) Participating CLC libraries can be found in the Directory of Colorado Libraries, projects.aclin.org/directory/.

Notes to Staff:

- 1) CLC Policy#6: Participating libraries are excepted to extend to CLC borrowers the same lending privileges received by their primary clientele. CLC borrowers will not be charged a non-resident fee when borrowing from a participating CLC library. If a library finds it necessary to put restrictions on the number and/or type of materials loaned to CLC borrowers, participation with this kind of restriction is preferable to non- participation.
- 2) In the August 21, 1991 opinion of the Office of the Attorney General: "Based on our reading of the library statute, CRS 24-90-101 et seq. there is nothing to prohibit a publicly supported library from withholding the library privileges of a patron who has overdue materials or fines at another publicly supported library."

APPENDIX F

LIBRARY BILL OF RIGHTS

Library Bill of Rights:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. Books and other library resources should be provided for the interest, information a, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- A) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- B) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- C) Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- D) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- E) Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation or individuals or groups requesting their use.

APPENDIX G

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger

of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.

We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 1. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 2. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 3. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 3. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 4. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 5. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision

of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant.

We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

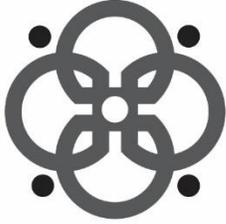
Appendix H

The Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.



Berthoud
COMMUNITY LIBRARY
D I S T R I C T

APPENDIX I

Request for Public Records

This is a request for access to public records maintained by the Berthoud Community Library District, in accordance with the Colorado Open Records Act, Colorado Revised Statutes 24-72-201 et. seq., and the Library District's Public Records Request Policy.

Submitted by

Name

Telephone Number

Mailing Address

Description of records being requested (attach additional sheets if needed)

Type of access requested: Inspection at the Library Copy of records

Received on _____ Staff initials _____

APPENDIX J



Berthoud

COMMUNITY LIBRARY
D I S T R I C T

- **REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

The Berthoud Community Library District Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library CEO, and has established a Reconsideration of Library Resources Procedure to address concerns about those resources. **Please complete this form and return it to the Library CEO.** You will be contacted after the request has been reviewed.

Resource on which you are commenting:

Book DVD Audio Book Music CD Display

Magazine Newspaper Electronic Information Library Program

Title: _____

Author: _____

Have you read/listened to/watched the entire resource?

If not, with which parts are you familiar?

What do you believe to be the overall message of the resource?

Are you aware of other opinions about the resource?

To what do you object? Please be as specific as possible.

What do you think might result from exposure to this resource by others?

Is there anything good about this resource as a whole?

For what age group would you recommend the resource?

In place of this resource, what would you recommend that would convey as valuable a picture and perspective of the subject treated?

NAME _____

ADDRESS: _____

PHONE: _____

DATE: _____

Adopted 3/4/2010

Revised 7/13/2016

APPENDIX K

Whistleblower Reporting Form

Name:

First

Last

Job Title: _____

Email: _____

Have you brought up this matter previously with any individual or entity?

Yes No

What is the nature of the alleged violation: (eg: gross mismanagement or waste of money, a substantial and specific danger to public health or safety, a violation of law or of library policy)

Person(s) against whom the complaint is made:

Provide a statement of facts that details the information that you reasonably believe is evidence of unlawful action or violation of library ethics or policies:

Affirmation*

I affirm that I have read the above statement and that it is true to the best of my knowledge, information and belief.

Signature