

## **EXHIBIT A**

### **STATEMENT OF POLICY OF THE LOVELAND PUBLIC LIBRARY**

#### Mission Statement of the Loveland Public Library

The mission of the Loveland Public Library is to inform, to enrich and to inspire, thereby engaging and strengthening the community.

#### **I. General Objectives of the Library**

- A. To assemble, preserve and administer, in organized collections, print and non-print educational and recreational materials for all levels of learning in order to promote the communication of ideas.
- B. To serve the community as a center of reliable information and to support educational, civic and cultural activities of individuals, groups and organizations.
- C. To welcome and encourage use of the Library and ensure that all customers of the Library can use its facilities to the maximum extent possible during its regularly scheduled hours. The Library staff's purpose is to help the public access in a timely manner the information and material needed to complete their projects. Our staff is dedicated to providing the best possible services in a comfortable, professional, sanitary and attractive atmosphere.

#### **II. General Library Policies**

- A. CLC. The Library recognizes and participates in the Colorado Library Card ("CLC") program, and all Library policies apply to CLC participants.
- B. Privacy. The Library supports and complies with state laws providing for privacy of customer records (C.R.S. Section 24-90-119).
- C. Rights. The Library adopts and supports the American Library Association Library Bill of Rights (see Appendix A).
- D. Fees and charges. All Library rates, fees and charges are as established annually by City Council.

#### **III. Library Card Policies**

- A. Applications. All applications shall be made on forms approved by the Library Board in English and Spanish, contain all required information, and require picture identification, proof of signature and address verification for Colorado residence for adult applicants and/or for an adult signing for a child to verify signature and identity of

applicant. Any person unable to sign an application with his or her name may sign a mark properly witnessed by a staff member.

- B. Fees. Library cards shall be issued free of charge. Each individual will be issued and may only use one Library card. Replacements may be issued upon payment of a replacement fee.
- C. Eligibility. The following categories of individuals are eligible to apply for a Library card:
  - 1. Adults. Any resident of the State of Colorado or other person who is entitled thereto by agreement with the Library who is eighteen (18) years or older.
  - 2. Minors. Any person under eighteen (18) years of age. Such application and Library card must be co-signed by a parent or legal guardian who is eligible to apply for a card and who will be liable for any fees, costs or charges incurred by the minor. No co-signer is required for a person under eighteen (18) years of age who is legally emancipated and has documents to prove such status.
  - 3. Identification required. Any adult signing a Library card application for himself/herself or co-signing for someone under the age of eighteen (18) must provide a valid picture identification, signature and proof of Colorado residency. Any non-Colorado resident may receive a Library card upon producing a picture identification and his/her paid Larimer County property tax statement for the current or previous year.
- D. Life cards. Retired Library employees, City Council liaison to the Library Board, and Library Board members, upon completion of their appointed term of service with the Library, are eligible for life cards. Holders of life cards are exempt from paying fines on overdue Library materials. They are responsible for paying replacement costs for lost or damaged materials. They may use the staff photocopier and printers and pay staff rate for personal copies. Life cards are not transferable.
- E. Provisional and deposit cards. Residents who do not have proof of current address or minors without a co-signor may be issued a provisional card to check out up to three (3) items and/or use the computer only on the day of application. The provisional card will have an expiration date of that day and may be converted to a regular card when the required proof of address is presented to a Customer Service staff member.

Any other temporary resident, persons providing a "General Delivery Address," or those with no proof of residency may receive a deposit card. Materials may be checked out with a deposit card upon payment of a deposit in an amount sufficient

to ensure the return of the materials as determined by the Library Director. The deposit shall be refunded when all items are returned on time and in good condition.

- F. Teacher cards. Teachers are eligible to apply for a teacher card. This card is good only for the current school year and allows teachers the ability to borrow Library books for classroom use only.
- G. Suspension of card privileges and appeal. The use of the Library card may be suspended for failure to follow any Library policy or rule. Suspension of Library privileges may be appealed to the Library Board. A customer may appeal such suspension by making a written request for a hearing before the Library Board by submitting that request in writing to the Library Director within twenty (20) days after receiving notice of the suspension. The written request shall specify the grounds for appeal. The appeal hearing shall be held at the Library Board's next regularly-scheduled meeting after the written request is received by the Library Director and may be continued from time to time by the Library Board in its discretion. If the suspension is based upon the failure to pay a fine, cost or charge, the suspension shall be deferred until the hearing date upon the posting of a deposit in the amount of the alleged fines, costs or charges. If the suspension is not based upon the failure to pay a fine, cost or charge, the suspension shall be stayed until the hearing date upon the filing of the written request for the hearing.

#### IV. Library Services

- A. As per the Selection and Management Policy, Section VI, the Library staff may select from the available materials and organize for easy access, those books and materials which to meet the needs of the community.
- B. The Library staff may initiate programs, exhibits, displays, book lists, etc. to stimulate greater use of Library materials by people of all ages in the community.
- C. The Library, insofar as reasonable, may borrow materials it does not own for customers who request them. Procurement expenses, if any, are to be borne by the customer making the request.
- D. The Library may lend materials requested by other libraries, if available. The Library may join, when feasible, with other libraries to develop and expand Library services.
- E. The Library endeavors to maintain equal opportunity or reasonable accommodation when providing services to all customers regardless of sex, age, religion, disability, nationality, sexual orientation, or race.
- F. Classes from all schools and homeschoolers are welcome to visit the Library during open hours. Accompanying adults are responsible for child supervision and appropriate use of the Library. If Library staff services will be needed,

arrangements should be made with the Library Director or division staff providing service at least forty-eight (48) hours in advance.

- G. Hours. The Library Board will establish hours of service with the goal of providing maximum service to the community within the constraints set by the budget.
- H. Proctoring. The Library will proctor exams for the public using the following procedures:
  - 1. The Library Adult Services staff will proctor examinations for the public following the guidelines of the institution involved.
  - 2. As a rule, it is the student's responsibility to contact the Library to see if the exam has arrived and to set up an appointment for taking the exam.
  - 3. The student will sit at a carrel or designated computer in sight of the proctoring librarian during open Library hours.
  - 4. The school or student is responsible for providing the return envelope and paying return postage.
  - 5. A proctoring fee may be charged for each test scheduled.
- I. Telephone Policies.
  - 1. The Library telephone is not a public telephone. Customers may, upon approval of staff, use the telephone to complete Library business, in case of emergency, or if transportation is needed.
  - 2. In the event of an emergency, Library staff may page a customer and provide the caller's name and telephone number to the customer being paged once he/she is located. It is the responsibility of the customer being paged to return the telephone call.
  - 3. Library material holds, renewals, and requests for materials from other libraries may be made at any public service desk, on-line or by telephone. Requests received by telephone or electronically for information regarding materials or services will be handled when an employee is free to do the necessary research. An employee will respond by telephone or electronically when practicable.
- J. Library Equipment Use Policies.
  - 1. Customers will be charged for use of certain Library equipment according to the Library fee schedule.

2. When requested to do so, the Library will provide a receipt for the number of copies made and for the fees charged for use of equipment and/or supplies.
  3. The customer's Library card, driver's license, or other form of identification may be held by Library staff while equipment is being used.
  4. Equipment shall be used in compliance with copyright laws. Customers using copy machines or Internet workstations are legally responsible for adhering to the applicable laws.
  5. The Library assumes no responsibility for any loss of or damage to a customer's personal information, materials or equipment resulting from the use of the Library's equipment or materials (*e.g.*, media items, photocopiers, microcomputers and peripheral storage devices, microform machines, wireless microcomputer use, etc.).
- K. Art Displays. Artwork may be exhibited in specified display cases for a temporary period in the Library at the discretion of the Library Director and/or the Art Selection Committee, subject to the following:
1. The Art Selection Committee will consist of two (2) Library staff members appointed by the Library Director, two (2) Library Board members appointed by a majority vote of the Library Board, and two (2) Friends of the Library ("FOL") members as determined by the FOL.
  2. The artwork displayed may be advertised for sale, subject to the approval of the Art Selection Committee. Sales will be managed by the FOL with the FOL retaining a percentage of the sale.
  3. A separate application must be completed for each work of art. Said application must include a photograph of the work of art sought to be displayed.
  4. Artwork in the galleria may be displayed for up to three months. The applicant must agree to leave their artwork on display for the entire agreed-upon length of time.
  5. An artist providing artwork for display must be a State of Colorado resident.
  6. Insurance on each work of art shall be the responsibility of the artist and shall be a condition precedent to the display of artwork by the Library.
  7. Maintenance of the artwork shall be the responsibility of the artist.

8. Artwork must be able to be physically displayed in the spaces provided.
9. Only artwork created by children and teens may be displayed in the Children's and Teenseen areas and will be displayed at the discretion of the Librarians. Such artwork will not be subject to the criteria of this section K.1-8.
10. "Work of art," "Art" or "Artwork" includes, but is not limited to, a sculpture, monument, mural, fresco, relief, painting, fountain, banner, mosaic, ceramic, weaving, carving and stained glass. Artwork typically does not include landscaping, paving, architectural ornamentation or signs. (Loveland Municipal Code Section 12.60.020)

L. Posting and Information Displays. The Library provides display cases, bulletin boards and pamphlet racks for publicizing non-profit community services or agencies as well as cultural, educational and civic events. These display cases, bulletin boards and pamphlet racks are available subject to the following regulations:

1. All posters, displays, pamphlets and/or flyers shall be submitted to the Library staff for approval prior to display and shall be placed by a staff member. Private or commercial announcements shall not be posted. Posters, displays, pamphlets and/or flyers not in compliance with this policy will be removed and discarded.
2. No posters or exhibits shall be displayed outside the designated display areas unless they pertain to the Library, City government or local schools.
3. Bulletin board notices shall be dated when posted and event posters shall be displayed for no longer than two (2) weeks.
4. Posters shall not be larger than 11" x 17" except at the discretion of the Library Director or her/his designee.
5. Exhibits shall be placed in the Library display cases at the discretion of the Library Director or her/his designee. Installation of an exhibit in the public display cases is the responsibility of the exhibit's owner(s).
6. The Library will provide distribution racks for catalogs, fliers, newspapers and brochures. Such items shall not be displayed except in distribution racks provided by the Library. Library staff will periodically remove outdated material.

M. iLearn Policies.

1. General Policies.

An application to reserve the iLearn classroom is required and can be found online at [www.lovelandpubliclibrary.org](http://www.lovelandpubliclibrary.org). The iLearn classroom can be scheduled up to two months in advance. All applications require approval from either the IT Supervisor or the Library Director. The classroom is available during standard Loveland Public Library hours. The iLearn classroom contains 15 student computers and 1 teacher station, laptop connectors, a white board and a projector. Library staff is available for technical support during set-up and class session.

2. Library Sponsored and Co-sponsored Classes.

- a. In general, acceptable classes will be of public service in nature, on topics relevant to Loveland community members, and with a distinct need for computers/internet. Instructor's background or qualifications will be vetted by Library staff.
- b. Library provides: 4 pages duplexed for class materials, student registration, results of the student class evaluation survey, and publicity on City website.
- c. Instructors provide: a syllabus and content description in advance of the course, a student no-show list, distribution of instructions to fill out an evaluation survey.
- d. During the course, instructors may mention their own services for hire, but at least 80% of the class must be instruction versus commercial information.

3. Outside Agencies/Privately Sponsored Classes/Instructors.

- a. The iLearn classroom is available for rental by outside agencies and private entities on a first come, first served basis. The Library will not be responsible for registration, student costs, classroom materials, marketing materials or content creation.
- b. Library provides: technical support during set-up and course session and the rental agreement between the Library and the outside agency or instructor. The rental agreement does not indicate or imply endorsement of any course, its content or its outcome by the Library or the City of Loveland.

- c. Instructors provide: prepaid room fee, syllabus, course content, student materials, marketing and registration of students.
- d. Fees for City of Loveland departments, boards, commissions and city-affiliated groups may be waived at the Library Director's discretion.

N. Video conferencing.

1. Video conferencing equipment is available for use. An application and scheduled reservation through the Library or IT Department is required to use the Library's video conferencing equipment. Video conference sessions are typically held in the Library Board Room. If more than 10 people will be present, the video conference session will be moved and held in another meeting room designated by the Library. Additional charges apply to reserve an alternate room. Sessions can be reserved up to two (2) months in advance. Technical specifications and contact information must be provided no later than one week prior to the session for testing purposes.

2. Staff Support. The Library will provide set-up, take down, and technical troubleshooting for the duration of the session.

3. Charges for Service.

A one hour deposit is required to reserve the video conferencing equipment. If the Library is unable to establish or successfully test a connection, the deposit will be returned. Separate fees exist for use of the video conferencing equipment during Library hours and when Library is closed. Session timing and applicable fees (other than the non-refundable deposit) begin when access to the room is granted. Fees and charges only apply to the video conference equipment and the meeting room. Access to other public areas will be regulated by the guidelines in the Loveland Public Library's policies.

- O. Reference information. Library staff will exercise diligence in providing reference information. The City of Loveland, its elected and appointed officials and employees are not responsible for the accuracy or inaccuracy of any information provided to any customer or for the failure to provide information to any customer.
- P. Outreach Services. The Library will provide outreach services (yellow shelves, group housing deposit collection, homebound, summer storyteller in the park, etc.) subject to funds available for such services. Currently registered clients of homebound service are exempt from fines for overdue materials but shall be responsible for charges for damaged and lost materials while enrolled in the program.



- Q. Cooperation. As resources allow, the Library may work in cooperation with other departments within the City of Loveland and outside entities, such as Thompson School District and local organizations for mutually beneficial enrichment and in furtherance of the Library's mission.
- R. Lost and Found. Library and City staff and elected and non-elected officials are not responsible for items lost or stolen within the Library building. Items found will be held for thirty (30) days and then discarded or donated to an appropriate non-profit agency as determined by the Library Director.

V. Circulation Policies

- A. Loan Procedures. The loan period for various classes of materials and the specific procedures to be followed for lost, damaged or overdue materials is regulated according to the Library Procedure Manual adopted by the Library Director. A copy is available at the customer service desk. The loan period for interlibrary loan materials is determined by the lending library.
- B. Loan Limit. A total of no more than fifty (50) items may be checked out per Library card, except that a limit may be placed on the number of certain non-print materials and magazines which can be borrowed at one time.
- C. Holds. Customers may place a hold on an item and will be notified by the Library when it is available.
- D. Renewals. Customers may renew an item only if there are no holds on the item. Most items may be renewed a maximum of three (3) times (excluding Quick Reads, Quick Watches, Prospector Consortium loans) and then must be returned to the public shelves and cannot be renewed by the same customer for twenty-four (24) hours. Items borrowed from Prospector Consortium may usually be renewed one time according to Consortium loan rules.
- E. Fines. Fines shall be charged for all Library materials not returned on time to the Library designated check-in locations. A maximum fine of \$10.00 per item or the replacement cost of the item (if under \$10) will be charged. Fines must be paid in U.S. currency, or with an approved credit or debit card, or by personal check.
  - 1. A collection agency may be employed to recover overdue materials and unpaid fines. If the agency aids in the recovery of overdue material, additional fees will be charged to and collected from the customer.
  - 2. Any customer owing \$5.00 or more in calculated or accumulating fines shall not check out or renew Library materials. A customer must pay the entire fine in order to have loan privileges reactivated.

3. Customers returning materials the first day after a declaration of a state of emergency or an event that closes highways, schools or City offices will not be charged fines for the time period that the emergency condition existed.
  4. Under extraordinary circumstances (*e.g.*, accident, calamity, illness, death in family, hospitalization, etc.) Library staff may waive or adjust fines for late, damaged, lost or stolen materials with sufficient proof to support such claim. Waivers or adjustments will not be made (1) year after the delinquent item(s) became due.
- F. Reference Loans. A limited number of items in the reference, non-circulating collection may be loaned out overnight with special permission from the librarian in charge.
- G. Teacher loans. Teachers with a current teacher's Library card may check out books for classroom use. All loan and overdue policies apply. Depending on availability of materials, staff will pull materials for teachers if given at least forty-eight (48) hours prior notice, or as staff workload allows, and will notify the teacher when the materials are available. Materials not checked out within forty-eight (48) hours of notice of availability will be returned to the shelves. Rules for use of a teacher's card are included in the Library Procedure Manual. Items not returned within forty-five (45) days after the due date will be considered lost, and the borrower will be liable for the replacement cost and a \$10.00 per item, non-refundable processing fee.
- H. Lost materials. A customer shall pay for lost materials at the replacement price as listed in the Library database, or at the default price including a processing fee. Customers may replace lost or damaged materials with identical replacement items with prior approval of a department supervisor, but remain responsible for payment of the processing fee. The processing fee is waived for non-cataloged paperbacks, magazines, children's board books, and pamphlets. No overdue fines shall be collected for lost materials.
1. A receipt will be prepared and a copy provided to the customer upon payment of all charges.
  2. If the lost material is returned within six (6) months of payment and is accompanied by the receipt, and if the material is in acceptable condition in the Library Director's judgment, the customer will receive a refund of the replacement price paid minus any applicable fines. No refund of the processing fee shall be made. A refund check will be issued by the City and mailed to the customer.
- I. Damaged materials. A customer shall pay for damaged materials in an amount determined by the Customer Service librarian and according to the schedule set

forth in the Library Procedure Manual. If materials must be replaced due to extreme damage, the charges for replacing lost materials shall be applied.

1. Parts of damaged books, if appropriate, may be used for other purposes in the Library or discarded at the discretion of the Customer Service librarian in charge.
2. At the customer's request, damaged materials may be collected by the customer after payment of replacement charges and processing fees. Any materials withdrawn from circulation by reason of damage may be discarded by the Library if not collected by the customer within four (4) weeks after receiving the Library's notification.

J. Loan Returns. Customers shall return borrowed materials to the Library-designated check-in locations within the building or Library's book drops. Customers returning materials in non-designated locations shall be liable for loss or damage of material.

K. Employee and Volunteer Privileges.

1. The Library Director, in his or her discretion, may waive late return fines or fees of staff members and volunteers. Staff members are responsible for paying replacement costs for lost or destroyed materials. Staff and currently-active volunteers may charge photocopies and computer printing using the staff photocopier and computer equipment at reduced cost to be paid quarterly.
2. The City of Loveland on-line Employee Handbook and all Administrative Regulations shall be followed in their entirety.
3. Upon completion of three (3) months of regular volunteer service, volunteers and Teen Advisory Board members will receive fine exempt status on their Library cards. This status is to be continued while they remain an active volunteer.
4. The City of Loveland Volunteer Handbook must be followed in its entirety.

## VI. Selection and Management Policies

A. General Policies.

1. The Library selection and management policies are intended to further the objectives of the Library (see Sections I.A. and B. above), to guide librarians in the selection and review of materials, and to inform the public of the principles that govern the Library's choice of materials.

2. Within the restrictions imposed by its budget, the Library will provide, or attempt to secure, materials requested by customers that are consistent with the Library's selection development policy.
3. The Library will not provide materials in the quantity needed for school class work, however, the Library will attempt to provide materials to supplement resources available in school libraries.
4. The Library may furnish materials and services requested by higher education programs on a contract-by-contract arrangement.
5. The Library will loan the major portion of its collection, including memorials. Exceptions may be made for reference materials and rare or fragile items.
6. The Library welcomes citizen input regarding materials and will give citizen input serious consideration.

B. Selection Policies.

1. Responsibility for selecting materials lies with the professional staff of the Library, operating within their areas of service, and considering public and interdepartmental suggestions. The Library Director has ultimate responsibility for selecting materials for the Library, operating within the framework of policies set forth herein and as directed by the City Manager.
2. General selection and retention criteria for all materials include:
  - a. relevance of the material to community interests and needs;
  - b. readability and literary quality;
  - c. relation of the work to existing collection;
  - d. current significance or permanent value;
  - e. accuracy of material content;
  - f. format and suitability for Library use; and
  - g. price.
3. Because it is impossible for the Library staff to review the large number of books published, they shall also rely on outside sources to aid in selection and retention. These most often include:

- a. favorable attention by critics, professional reviewers, and the public; and
  - b. reputation and significance of the author or publisher.
4. In addition to meeting the general selection criteria, materials for the Teen's and Children's collections shall meet the following criteria:
    - a. content and vocabulary consistent with the ability and knowledge level of the intended customers; and
    - b. physical durability and attractive format.

C. Intellectual Freedom, Objections and Appeals.

1. The Library subscribes to the Library Bill of Rights of the American Library Association, which affirms that "no Library materials should be excluded because of the sex, age, race, nationality, or the social, political, or religious views of those contributing to their creation" (a copy is included in Appendix A of this Policy). Accordingly, books and other Library materials will be chosen for their interest, information, and enlightenment value to the people of the community, not by the standards of one group in the community.
  - a. The Library will endeavor to procure and loan materials presenting various points of view. Materials will not be proscribed or removed from the Library based upon partisan interests or disapproval by any person or group of persons.
  - b. The Library will not regulate individual choice of materials; the collection is available to all customers.
2. The Library labels certain items as Children's or Teen's materials for customer guidance, but it does not act *in loco parentis* to review or regulate the materials minors use or check out. Some Internet sites and other Library materials may be considered inappropriate for children. Parents or guardians should guide their children and inform them as to what is and is not appropriate for them to access.
3. The Library will work with others to resist unlawful abridgement of the free access to ideas and freedom of expression that are the tradition and heritage of American citizens.
4. The Library subscribes to the Freedom to Read Statement and Freedom to View Statement prepared by the American Library Association and the American Book Publishers Council (copies are included in Appendix B of

this policy). However, customers shall comply with the Library policies regarding Internet access and laws regarding obscene materials (LMC§ 9.20.) and sexually explicit materials (CRS §18-7-502).

5. Library procedures for handling customer objections to materials included or not included in the collection are as follows:
  - a. The Library Director will respond to a written objection by providing the customer with a written explanation of Library policies, the Library Director's decision regarding the objection, the support for the decision, and an explanation of the procedures for the customer to appeal the decision of the Library Director. The Library Director's response will be sent (by US mail or electronically) no later than thirty (30) working days after the objection is received by staff.
  - b. To appeal the Library Director's decision regarding the challenged material, the customer shall file a written request for an appeal stating the grounds for appeal, and such written request shall be filed with the Library Director no later than thirty (30) days after the Library Director's response is sent to the customer making the written objection. The Board will receive the customer's written objection, the Library Director's written response to the customer's written request for an appeal, and copies of the material to which the customer objects, all for review prior to the next monthly Library Board meeting or the monthly Library Board meeting following that meeting if the Library Board determines it has not had sufficient time to review all the submitted materials. During the Library Board meeting at which the appeal will be considered, both the customer initiating the objection and Library staff will be afforded an opportunity to present his/her respective positions concerning the appeal to the Library Board. The Library Board shall render its decision at the next Library Board meeting following the hearing.
  - c. Challenged materials shall remain on the shelves and in circulation until a final decision has been made.
  - d. The Library Board shall not consider an objection to materials previously challenged and adjudged unless a reasonable period of time has transpired in the judgment of the Library Board.

D. Weeding Policies.

1. Materials that are no longer useful in light of the stated objectives of the Library shall be withdrawn from the collection according to accepted professional practices.

- a. Weeding shall be an ongoing activity.
  - b. The criteria used to decide if an item should be withdrawn from circulation include:
    - (1) circulation history;
    - (2) datedness or accuracy of information;
    - (3) physical condition;
    - (4) availability of sufficient other materials in subject area; and
    - (5) availability of storage space in the Library.
2. Items withdrawn from the collection shall be evaluated and sorted by Library staff. At the discretion of the librarians, items which are in usable condition may be donated to other libraries or to the FOL. Items that are damaged and no longer usable shall be discarded according to standard procedures.
  3. Items which are donated or sold shall be clearly marked as no longer belonging to the Library (see Library Procedure Manual for details).
  4. The criteria and procedures used for weeding shall be available to the public upon request.

## VII. Meeting Room Policies

A. The Library has adopted the City's Facilities Rental Guidelines.

B. In addition, the following rules are hereby adopted for the Gertrude Scott Meeting Room ("GSMR") and Erion Foundation Community Room ("EFCR") but may be revised by the Library Board if experience shows the rules require review and revision:

1. The Library may co-sponsor programs that are consistent with the Library's mission statement (see page 1). The Library's co-sponsored programs must be free and open to the public, except that programs co-sponsored with non-profit organizations may, at the discretion of the Director, assess a reasonable and minimal charge to cover the cost of the program.
2. Only Library-sponsored or co-sponsored programs may involve sale of items, solicitation or fundraising activities.
3. No tables, chairs, etc. will be allowed in the hall area outside the GSMR and the EFCR.
4. Groups using the rooms must observe Library rules and protect Library property.
  - 4.1 Room capacity sizes must be followed;
  - 4.2 Table and chair sizes must be in proportion to the room size;
  - 4.3 Kitchen areas will be locked unless previously reserved;

- 4.4 Only erasable markers may be used on whiteboards.
5. Library policy of not taking or relaying messages or paging customers applies to the meeting rooms unless an emergency arises.
6. The Library will not store any articles, boxes, or other materials belonging to any group (except for election equipment and FOL equipment and supplies).
7. Library staff shall have access to items stored in the meeting area during meetings and programs.
8. All Library entry doors are FIRE doors and MUST remain closed but accessible.
9. The GSMR and EFCR are not available for individual or group study except as scheduled through the City of Loveland Facilities Coordinator at 970-962-2115. Individuals requesting to preview the meeting rooms must schedule the preview through the City of Loveland Facilities Coordinator.
10. Library staff will not provide any additional AV equipment or kitchen supplies beyond what is scheduled by the City of Loveland Facilities Coordinator.

C. Conference/Study Rooms.

1. Study rooms are only available during the Library's public hours.
2. Reservations for study rooms shall be made no more than one (1) month in advance.
3. Policies may be posted in each room.
4. Reservations/walk-in sign-up can be made for a maximum of two (2) hours if no previous reservation exists for the room requested. If no one is waiting for the room in use, an extension may be granted by Library staff. If a customer is late by fifteen (15) minutes or more in claiming a reservation, the room will be made available for others to use.
5. Only one study room is available per customer or group with a maximum occupancy as stated in each conference/study room.
6. The Library provides one conference/study room in the Teenseen area and one conference/study room for the Children's area. These conference/study rooms are designated for use by the areas' respective clientele and adults working with them. Other conference/study rooms (Longs Peak, Chapin Mountain, Hague's Peak, and Dunraven) may be used by Library customers of any age. Use of the conference/study rooms will be determined by the librarian in charge of the area, and use may be limited by the librarian based upon number of customers using the room at one time. Loud conversations or any other behaviors which disturb customers using the conference/study rooms or the Library are not allowed.
7. Only erasable marker will be allowed for use with whiteboards.



## VIII. Gift and Donation Policies

- A. Subject to any applicable provisions of state law, the Loveland City Charter or Loveland Municipal Code (“LMC”), the Library follows these policies concerning gifts and donations to the Library:
1. Unconditional donations or gifts of books, art objects, and other materials may be accepted and will be retained or disposed of as the Library Director or Board deems appropriate and in the best interest of the Library. Library staff will not appraise the value of donations or gifts. Staff can acknowledge receipt of donated materials if requested. Donors shall be informed of this policy both verbally and in writing. If a donor requests return of unaccepted materials, the donor will have one (1) week to claim the materials after notification by Library staff. If the materials are unclaimed after one (1) week, the Library will dispose of the materials in a manner which is in the best interest of the Library.
  2. Conditional donations and gifts of money, real property, or stocks may be accepted if the conditions attached do not violate local, state, or federal law and are acceptable to the City of Loveland.
  3. Upon the donor’s request at the time of offer of donation, name plates or plaques may be placed in or on materials added to the collection.
  4. Gift and memorial donations are subject to the same collection development policies as are purchased materials (see Section VI. Selection and Management Policies above).

## IX. Publicity Policies

- A. Speaking and Presentations. Members of the FOL, Library Board and staff are encouraged to speak on behalf of the Library. Speaking engagements, including subject matter and materials, will be reported to and pre-approved by the Library Director or designee. Materials prepared on behalf of the Library for use by press or media shall also be reviewed and approved by the Library Director or designee in advance.
- B. Photographs and Videos. Photographs and videos may be taken during Library events for archival, historical or publicity purposes. Attendance at such events is considered implied consent to be photographed or video-recorded. It is the responsibility of an individual at such an event to indicate to the photographer his or her intent not to be photographed or to “opt out.”

X. Customer Behavior Policies

- A. Customers shall behave in a manner that will not disturb other customers in the Library or inhibit other customers' use of the Library collections, space and services.
- B. Specific Rules of Conduct.
  - 1. Customers shall wear shoes, shirts, and some form of clothing to cover intimate parts.
  - 2. Customers shall not place their feet on tables or chairs.
  - 3. No scooters, roller skates, roller blades, skateboards, skate shoes or similar devices shall be used in the Library, and no bicycles shall be brought inside the building.
  - 4. No animals are allowed in the building except Americans with Disability Act specified therapy and service animals and animals that are part of a Library-sponsored activity.
  - 5. Smoking, vapor pens, e-cigarettes, marijuana and all other uses of tobacco products are prohibited in the Library.
  - 6. Beverages carried in containers with secure lids are permitted in the Library. Food and beverages, including those with secure lids, are prohibited from being carried or placed near the Library's computers and other electronic equipment.
  - 7. Consumption of alcohol without a special event permit or written permission of the city is prohibited in the Library. Drunkenness is prohibited.
  - 8. Sleeping in the Library is prohibited.
  - 9. When a customer passes through the security detector and triggers the alarm, the customer may allow staff to inspect knapsacks, bags, or other containers to determine the source of the trigger.
  - 10. Customers shall not block or constrict the traffic flow of Library aisles, walkways, exits or entrances to the building.
  - 11. Abusive or foul language and aggressive, disruptive, or violent behavior are prohibited.

12. Disorderly conduct, harassment or verbal abuse or bullying of, against or toward Library staff, volunteers, and/or customers of the Library will not be tolerated. After a verbal request to cease is given to a customer displaying such behavior, continued behavior will result in removal from the Library and/or suspension of Library privileges and staff may request police or security officer assistance.
  14. Commercial solicitation, petitioning, peddling and other interactions in pursuit of selling goods or services or entreating Library customers or staff are prohibited in the Library. Free speech activities are permitted outside of the Library at least ten (10) feet from the entrance to the buildings provided the activity does not create a dangerous condition, interfere with access and use of the Library, damage property or create an unnecessary maintenance expense for the Library.
  15. Non-disruptive use of cell phones is permitted inside the Library.
  16. A customer whose bodily hygiene is offensive as to constitute a nuisance to other customers or Library Staff in the Library by interfering with other customers' use and enjoyment of the Library or with Library staff's ability to perform their job duties may be required to leave the building. A customer requested to leave under this Section 16.B may return to the Library upon resolution of the nuisance or may schedule specific time periods as determined by Library staff for access to the Library.
  17. Damaging or destroying property in or on Library grounds is prohibited.
  18. Persistent failure to comply with rules or procedures of the Library may result in suspension, revocation of Library privileges or removal from the Library.
  19. Unlawful display of sexually explicit materials harmful to children as defined in CRS § 18-7-502 and promotion of obscene materials as defined in LMC § 9.2.020 are prohibited.
- C. Suspension. Failure to comply with rules or procedures established in this policy and engaging in prohibited behavior in the Library after receiving a verbal request to comply may result in the suspension of borrowing privileges and/or suspension of the customer's admittance to the building and grounds for a period of time. Such suspension and/or denial may be in addition to any applicable criminal or civil charges and penalties. If a customer refuses to leave or continues prohibited behavior, Library staff may call a security officer and/or the police for assistance. The nature and seriousness of the rule or policy violation will determine the length of suspension and any conditions for reinstatement. Aggravating circumstances, even for a first offense, may result in a longer period of suspension. When a

customer's borrowing and/or facilities use privilege is suspended, he/she shall provide identification and be photographed.

- D. Liability for Damage or Theft. Any customer who steals, attempts to steal, or damages or destroys Library material, furnishings, property or equipment shall be liable for repair, replacement, processing and any other associated costs. In addition, criminal charges, suspension of borrowing privileges and/or denial of admittance to the building for a period of time may also be imposed. The suspension of borrowing privileges and/or admittance to the building may be extended until the Library is reimbursed for the lost or damaged property.
- E. Trespass orders and other restrictions. The Library will abide by and cooperatively implement Trespass orders, suspensions or other restrictions on an individual imposed by court order, the Loveland Police Department and/or by other authorized Civic Center staff.
- F. Administrative Appeals. Any customer aggrieved by an action to suspend the use of the facility or borrowing privileges may appeal the action by filing with the Library Director a statement in writing setting forth the reason(s) such customer believes the suspension or action is improper. The appeal shall follow the procedures set forth in Section VI.C.5.b. of this policy, except that the suspension shall not be stayed during the pendency of the appeal.
- G. Concerns, Complaints and Suggestions. Customers have the right to bring concerns, complaints and suggestions to Library staff, administration, or the Library Board. A written concern, complaint or suggestion shall be deposited in the Customer Suggestion Box. If a response is requested, Library staff will respond as soon as practicable. Notices and suggestions may also be posted through the Library's catalog and on the Library's web site. If a customer is not satisfied with Library staff's response, the appeal process outlined in Section VI.C.5.b. shall be used.
- H. Supervision of Minors.
  - 1. Parents/caregivers shall follow the Library's Safe Child Policy (see Appendix C).
  - 2. Library staff will cooperate with law enforcement officials in assisting with reported runaway child cases. Library staff will cooperate with parent(s) and/or guardian(s) with a runaway child once the law enforcement agency has recorded the incident and assigned a case number.
- I. Agency Referrals.

Upon request, Library staff will provide a list of community agencies to which customers with personal problems can be referred for assistance.

## XI. Policy and Procedure on Public Access and Training on the Internet

### A. Access.

1. Public access to the Internet is available to all customers of the Library holding a valid Library card (not under current suspension for use of facilities or debt collection). Visitors will be issued a one-time visitor's pass to use Library computers.
2. The Library reserves the right to restrict Internet protocols and functions at the librarian's discretion.

### B. Information accessed.

1. The Internet offers access to many valuable local, national and international sources of information. It is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated or offensive to some individuals. Each consumer must personally evaluate the validity and appropriateness of information found.
2. The Internet is a series of communication linkages leading to a highly diverse array of information content. Library customers use it at their own risk. The Library will not be held responsible for preventing customers from accessing materials some individuals may find offensive.
3. Parents or legal guardians must assume responsibility for deciding what Library resources are appropriate for their children. Some Internet sites may be considered inappropriate for children. Parents or legal guardians should guide their children in the use of the Internet and inform them as to what is and is not appropriate for them to access. In accordance with state law, all Internet PCs accessible to minors in the Library have been equipped with filtering software. Warning: No filter is one hundred percent effective in blocking information that an individual may find offensive or inappropriate.

### C. Public Customers' Security.

Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding customers' activities. Library staff, Library Board members, other City personnel and members of City Council are not responsible for any loss incurred by a customer of the Library's computer or telecommunications equipment. The City of Loveland will not release

information on customers' use of specific Internet resources except as required by law or when necessary for the operation of the Library.

D. Access Procedure.

The following rules will govern use of Internet workstations available in the Library:

1. Maximum access time to public PCs is set in the Library's Procedure Manual.
2. Headphones must be used if audio programming is accessed. Customer must provide her/his own headphones or purchase earbuds for a nominal cost at the service desk.
3. All Library policies regarding customer behavior will be enforced in conjunction with use of the Internet workstations.
4. The Library and its staff are not responsible for any loss of data caused by viruses, power fluctuations or misuse of the equipment. Library customers shall not install any software or hardware on Library equipment.
5. Customers will be charged a fee for printing.
6. Library staff may provide limited help with basic computer use and startup procedures, but staff will not provide individual instruction or information on software. Due to Library scheduling, Internet-trained staff may not always be available. If customers have never used a computer or have specific questions about the Internet, reference books, user guides and regular trainings are available.
7. Misuse or illegal use of the Library's computer equipment may result in loss of computer use, suspension of Library use privileges and/or legal action.
8. Library staff may check any customer's Library record for fines and/or Internet access options.
9. Promoting and viewing obscene material (as defined in LMC § 9.20.020) or sexually explicit materials (as defined in CRS §18-7-502) is prohibited within the Library. By simply showing another Library customer or Library staff member obscene material, a customer may be cited and charged with a violation of LMC § 9.20.020.
10. Internet stations located by the Adult Services desk are designated "reference priority." If a customer is waiting to use a station for research or academic purposes, he/she will be given priority over all other customers.

The use of reference priority computers to chat and/or play games is not permitted.

11. Customers shall not tamper with, access or alter system files and/or software configuration.
12. Internet stations located in the Children's area are only for use by minors under the age of 11 or by adults accompanying a minor under the age of 11. Internet and gaming computers in the Teenseen area are for use by minors ages 11 to 17.

E. Internet Safety for Minors.

1. In accordance with state law (C.R.S. § 24-90-601 *et seq.*), filtering software has been installed on all Internet PCs accessible to minors. This software may be temporarily disabled on all PCs except for those located in Children's area under the following circumstances:
  - a. For use by an adult upon the adult's request.
  - b. For use by a minor for bona fide research or other lawful purposes, so long as the use is supervised by an administrator, supervisor, parent, guardian or other person authorized by the Library to supervise such use.
  - c. For use by a minor when a parent or guardian has provided explicit written approval.

F. Wireless

1. As a service to its customers the Loveland Public Library provides free wireless Internet access. The Library does not provide technical support for wireless users.
2. The Library does not guarantee bandwidth, connectivity, or strength of signal.
3. This is a wide open network. The wireless network is not secure or filtered. Like many public wireless hot spots, information is not encrypted and is subject to electronic eavesdropping by others. Wireless users are responsible for providing for the security of their own equipment and electronic communications.
4. By using the wireless network, customers agree to comply with this wireless use policy, as well as the Library's policies concerning use of the facility and standards of acceptable behavior. The Library exercises no control over

and will not be held responsible for user-supplied equipment or Internet content that customers choose to access or create using their own equipment.



## APPENDIX A

# Library Bill of Rights

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The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

## Appendix B

# Freedom to View Statement

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

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

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

**Endorsed January 10, 1990, by the ALA Council**

# Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process.

Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

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

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

## **Appendix C**

### **SAFE CHILD POLICY**

#### **Children are welcome in the Library**

The Loveland Public Library welcomes children of all ages. Serving children is a vital part of the Library's mission. We strongly encourage families and children to make full and frequent use of the Library. We're happy they're here.

#### **Children's safety**

The Library is a public place. Anyone may enter and use the facilities. Children left alone in the building can be vulnerable and at risk. It is for the safety of each child that the Loveland Public Library has adopted this Safe Child Policy.

#### **Purpose of this policy**

The purpose of this policy is to inform parents and guardians that the Library does not assume responsibility for children, and to provide guidelines to be used by staff if a child is left unattended in the Library.

#### **The role of Library staff**

Staff cannot and will not assume parental or child care responsibilities for children who enter the Library. Library staff have many duties to perform in order to serve Library customers of all ages. It is impossible for them to monitor the behavior or welfare of children.

#### **Parents' responsibility**

Children age **seven** and younger must be accompanied by a parent, guardian, or responsible caregiver twelve or older at all times and in all areas of the library and on library grounds. Parents and caregivers are responsible for monitoring their child's safety and supervising their child's behavior in accordance with the Library's Rules of Conduct.

#### **Child's responsibility**

Children, like all Library customers, are required to respect Library property and to act in a manner appropriate to the use and function of the Library. Children are subject to the same Rules of Conduct and consequences as other customers, including being asked to leave the Library.

#### **Levels of supervision required**

1. Children age seven and younger must be supervised by a parent or responsible caregiver age twelve or older at all times while in the Library or on Library grounds.
2. Children age four and younger must always be in close proximity and within sight of the individual responsible for their safety.
3. Children of any age with mental, physical or emotional disabilities which affect behavior or decision-making skills, or make supervision necessary, must be accompanied by a parent or capable caregiver at all times.

#### **To protect unattended children**

Parents, guardians and designated adults are required to be familiar with the Library's hours and to make advance arrangements to pick up or otherwise transport their children before the Library closes. A minor left unattended at closing time may be deemed at risk. Every reasonable effort will be made by staff to assist the child in contacting an appropriate adult. If no responsible adult is reached, or the child is not picked up within 15 minutes of Library closing or the end of a Library-sponsored event, staff may notify the police to assume custody of the child. Two staff members will wait with the child until the parent, guardian, other designated adult or the police pick her/him up. Staff will not transport children under any circumstances.

Children age eight and older may visit the Library unsupervised. If a child is left unattended at the Library in circumstances that give Library staff cause for concern about the child's safety or welfare, staff may contact child protective or law enforcement authorities.