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MEASURABLE OUTCOMES

1.Vision

- 1.1.** To provide library users with an understanding of the privileges and responsibilities of library cardholders who borrow items from the Albany County Public Library.

2.Desired Outcomes

- 2.1.** To inform library users of their rights and responsibilities as a library cardholder and have an understanding of the borrowing process.
- 2.2.** To increase the number of library items available to library cardholders.
- 2.3.** To encourage more timely return of library items, leading to a larger selection of on-shelf items for patrons.
- 2.4.** To increase a library cardholder's borrowing responsibility, minimizing lost and damaged library items.
- 2.5.** To decrease library overhead and increase library revenue.

3.Outreach and Education

- 3.1.** The Albany County Public Library Board of Directors will collaborate with library staff to inform and educate library users on borrowing privileges. Library staff will conduct an awareness campaign to properly and consistently educate users on topics such as library fees, available library items, and check out information.

4.Measurements and Reports

- 4.1.** The Albany County Public Library Board of Directors will analyze and evaluate on an annual basis the following information to determine if the vision and desired outcomes have been followed and obtained:
 - 4.1.1.** Information gathered from the Wyoming State Library.
 - 4.1.2.** Information from library staff such as research on library cardholder borrowing habits, in-house statistics, and interaction/observations with patrons.
 - 4.1.3.** Financial reports related to overhead and revenue.
 - 4.1.4.** Comments from members of the public.

MEETING ROOM POLICY AND AGREEMENT

(ADOPTED 3/91; AMENDED 6/93, 8/94, 10/96, 11/00, 2/01, 11/02, 6/04, 10/08, 11/08, REVIEWED AND ADOPTED 3/10, 5/13, 11/15)

I. General

OUR PHILOSOPHY:

As a public institution dedicated to the free expression of and open access to ideas from all points of view, the ACPL

makes meeting rooms and exhibit space available at a reasonable cost, for the purpose of promoting and conducting lawful activities, on equal terms for all groups, regardless of their beliefs or affiliations. Permission to use the library facilities does not constitute an endorsement of the group or its beliefs by the library staff, the board, or the county.

II. Procedures Governing the Use of a Library Meeting Room

- A. **WHO MAY RESERVE THE ROOM?** Any club, organization, business, group, or governmental agency providing services or operating in Albany County may reserve a room for a meeting, program, or exhibit. All meetings must be open to the public unless personnel-related and approved by the Public Relations Specialist or County Librarian. Reservations are not available to individuals, or for private parties of any kind. Private parties include but are not limited to: funerals, wakes, birthday parties, weddings, showers, etc. No group may assign or transfer its reservation to another group.
- B. **HOW OFTEN MAY A GROUP RESERVE A ROOM?** Groups may request the use of a room for a series of meetings for a period of up to one year at a time. Requests for standing weekly, biweekly or monthly reservations must be submitted in writing or emailed to Meetings@AlbanyCountyLibrary.org, in addition to completing the multiple dates meeting room application located on the library website. Groups that reserve the room more often than once a month are limited to a six-month scheduling period, meaning events can only be scheduled six months in advance. The six-month scheduling period does not apply to library co-sponsored events.
- C. **WHEN IS A ROOM AVAILABLE?** The large meeting room may be reserved any time it is not being used by library staff or another group, regardless of whether or not the library is open. The conference room may be reserved anytime the library staff or another group is not using it, but the library must be open. Reservations are made in two-hour blocks of time, with an additional thirty minutes allowed for setup and thirty minutes allowed for breakdown. Reservations will be on a first-come, first-served basis, with government elections and library - sponsored meetings having priority.
- D. **IS THERE A FEE TO RESERVE A ROOM?** Units of federal, state, county, or city government do not pay a fee. University of Wyoming groups and both for-profit and not-for-profit groups shall pay a fee to reserve a room and to use the library's AV-related equipment. Fees can be viewed on the library website and are based on a two- hour block. The fee must be paid before the group is given access to the room. The fee will be waived for organizations (not individuals) making substantial gifts (over \$500) in cash, goods, or services to the library, within one year of the gift.
- E. **ARE WALK-INS ALLOWED?** Both groups and individuals may use a meeting room on an unreserved, walk - in basis, dependent upon availability. There is no fee for walk -in use, but all other room policies and procedures apply. Walk-ins are not allowed when the library is closed.
- F. **WHAT ELSE IS REQUIRED TO USE A ROOM?** A valid Wyoming library card or credit card is required in order to use a meeting room, regardless of whether or not a fee is charged or a reservation has been made.
- G. **HOW DO I KNOW IF I HAVE RESERVED A ROOM?** The library will contact the organization or group by phone or email, notifying them if the event has been approved and providing additional needed information.

III. Rules and Regulations for Meeting Room Activities

- A. Nonprofit organizations with tax ID numbers on file may hold fundraisers and/or charge for supplies or for admission to their programs. For-profit or not-for-profit organizations without a tax ID may not.

- B. For-profit organizations may not hold commercial meetings in the rooms, i.e. sales meetings, product demonstrations, order taking, etc.
- C. Users shall furnish all supplies, such as coffee, napkins, paper cups, plates, chalk, paper, tape, etc.
- D. Alcoholic beverages and smoking are not permitted.
- E. City ordinance requires that food be professionally prepared or store bought; otherwise a temporary food permit from the City of Laramie is required. The food permit must be presented to staff prior to the meeting and must be posted on the wall of the room for the duration of the meeting. No food shall be offered for sale in the meeting room or on library grounds.
- F. Users may use the library's specified equipment for use at a meeting or event. AV-related equipment is available only during hours when the library is open. There is an additional charge for groups using AV equipment. A staff member must be available to supervise the set-up and instruct the group on proper use of the equipment. Non-technology related equipment is available regardless of whether the library is open or closed. There is no additional fee for non-technology related equipment. A request for AV equipment must be made at the time of the reservation request. ACPL will not be held responsible for equipment that unexpectedly fails to operate properly.
- G. A single key that opens the outside front door, the foyer door, and the large meeting room is available for groups wishing to access the meeting room when the library is closed. Groups are responsible for checking out a key on a valid Wyoming library card or credit card and picking up a room checklist in advance of their event. They are responsible for locking the doors and leaving the key and the checklist in a secure, pre-designated place when they leave.
- H. If the meeting extends after library business hours, the group is responsible for turning off all lights, including lights in the restrooms, and for making sure the building is empty and all doors closed and locked securely. Groups are responsible for any damage to the library as a result of the group's not securing the building upon exiting.
- I. Organizations and groups are responsible for all setup and clean up. Groups will be given a checklist/map before entering the room and are responsible for checking that things are in order before their meeting begins. Any issues should be reported to staff immediately. Groups are responsible for restoring the room to its original condition before leaving, and should complete the checklist and turn it in to a staff member before departing. Restoring the room means that conference tables are folded and stacked on the table car in the closet; chairs are stacked properly on the chair carts, not to exceed 20 chairs in a stack; all pieces of furniture are back in their original position as noted on the map; lights in all areas are off, floors are swept or vacuumed, and all doors are closed and latched. Groups not restoring the room to its original position will be charged for any cleaning fees or other expenses directly charged to the library. The library reserves the right to rescind privileges for groups who demonstrate a pattern of abuse of the meeting room policy.
- J. Children must be supervised at all times, with a child to adult ratio of no less than 10:1.
- K. The library is not responsible for any accidents, injury, or loss of property, which may occur in connection with use of the meeting room.
- L. The library retains the right to take photos of participants at all public meetings, and to use them at its discretion, consistent with its general policies.

- M. The library retains the right to cancel meetings for reasons related to safety, weather, utilities, or disruption of library operations. If the library closes due to an emergency, all reservations are canceled. The library will make reasonable efforts to inform groups of the closing.
- N. Persons attending the meeting are subject to all library rules and regulations, and agree to comply with all current city/county/state regulations regarding food, noise, or other regulated community standards. Groups shall forfeit their right use the room if they abuse these policies.
- O. Groups are responsible and will be charged for any library property that is broken or damaged as a result of their meeting.
- P. Users shall sign an agreement.

IV. Additional Rules and Regulations for Conference Room Use

- A. Priority is given to ACPL staff for use of the conference room.
- B. The conference room is available on a case-by-case basis. Organizations and groups may reserve the conference room with approval from the Public Relations Specialist or County Librarian.
- C. Groups who receive approval to reserve the conference room must also complete a Conference Room Application form located on the library website and submit it to Meetings@albanycountylibrary.org.
- D. Conference room meetings are not required to be open to the public.
- E. Use of conference room technology is available on a limited basis with approval from the Public Relations Specialist or County Librarian. Your group will be charged if equipment is missing or there are problems with the technology that was used.

V. Rules and Regulations for Co-Sponsorship of Events

- A. ACPL staff members can co-sponsor organization and group events that are related to the staff member's position.
- B. The Public Relations Specialist or County Librarian must approve co-sponsorships.
- C. The staff representative co-sponsoring the event is solely responsible for handling logistics and requests from the organization or group.
- D. Organizations that are approved for co-sponsorship are exempt from reservation fees.
- E. Teen groups can reserve the meeting room. The Youth Services Librarian or Young Adult Specialist must approve all teen groups interested in reserving the meeting room for co-sponsorship. Teen groups must have an adult(s) of at least 21 years of age who is willing to sign the meeting room application and take responsibility for any problems or damage to the meeting room.

SOCIAL MEDIA PRACTICES

(Adopted 04/23/13) (Amended 07/23/13) (Amended 02/27/14)

Overview

Social media will be defined as: forms of electronic communication (including, but not limited to, social networking sites, blogs, wikis and video-sharing sites) through which users create online communities to share information, ideas, personal messages and other content.

The ACPL Social Media Practices policy was created with the purpose of offering guidelines and procedures for the public library's social media accounts. This policy references relevant policies within the ACPL policy manual. The social media policy is written for the ACPL-owned social media accounts only; these policies do not directly apply to employee personal use of social media. The public library is the sole owner of all accounts, account content and posts, and account contacts.

All social media accounts under the name of the Albany County Public Library will follow the terms of service and privacy policy guidelines presented by the social media platforms.

General

1. Social media accounts listed under the name of the Albany County Public Library will at all times list Albany County Public Library as the name on the account, have a profile picture of the library logo, and a cover/background picture that clearly represents the library.
2. The ACPL social media policy will be reviewed and revised on a six -month basis.
3. An informal Social Media Plan, including types of posts and content used, should be discussed and approved on a quarterly basis by the social media team.
 1. Accounts created under the name and on behalf of the Albany County Public Library will be done so only with express permission by the County Librarian. The Public Relations Specialist is responsible for account creation.

Access

1. Specified ACPL paid employees alone may post content (text, photos, audio, video, etc.) to a social media account under the name of the Albany County Public Library.
 - 1.1. A list of current employees who are allowed to access an account under the name of the ACPL is available for viewing. Please contact the Public Relations Specialist for a copy of the list at pr@albanycountylibrary.org.
2. The Public Relations Specialist is listed as the main administrator on all accounts.
3. The County Librarian, Public Relations Specialist, and Public Services Librarian are responsible for the maintenance and monitoring of employees listed as administrators of social media accounts.
 - 3.1. The County Librarian, Public Relations Specialist, and Public Services Librarian alone can add or delete employees listed the administrators on social media accounts.
4. ACPL employees listed as administrators will have a specific administrator role, which will be determined by the Public Relations Specialist.
5. ACPL welcomes members of the public to engage in the social media accounts by following ACPL online. The public is invited to post on the library's timeline, send ACPL private messages, and share content the library posts.

Posting

1. Select ACPL employees will be responsible for content creation on social media accounts. These employees will follow the quarterly Social Media Plan.
2. All ACPL employees may submit ideas for content to the Public Relations Specialist.
3. Employees who do not have direct access to the social media accounts may request posts with the Public

Relations Specialist.

4. An administrator should include their name or initials at the end of each post.
5. Postings that include content involving patrons must be approved on an individual basis by the Public Relations Specialist.
6. Postings that include multimedia content involving patrons under the age of 18 must have an approved media release form on file.
7. A listing of standard responses and messages for questions, or a working FAQ, will be used and written by administrators.
 - 7.1. Questions or comments that do not have a standard response will be handled by the County Librarian or Public Relations Specialist.
8. Prohibited content includes:
 - 8.1. Content that is deemed inappropriate, lewd, or obscene;
 - 8.2. Content related to advertising, a specific brand, trademark, or company without prior approval from ACPL;
 - 8.3. Content that promotes a personal agenda;
 - 8.4. Content that is considered spam;
 - 8.5. Content that is considered disparaging, harassing, profane, or offensive according to the ACPL Harassment Policy (page ? of the policy manual);
 - 8.6. Content that is considered libelous or defamatory;
 - 8.7. Content that violates or could potentially violate local, state, or federal laws;
 - 8.8. Content that is discriminatory;
 - 8.9. Content that does not follow the ACPL Library Behavior Policy (page? of the policy manual).
9. ACPL maintains the right to apply consequences of misconduct against users who choose to post prohibited content. These consequences are outlined in the ACPL Library Behavior Policy. ACPL maintains the right to block users who consistently post prohibited content.
10. ACPL maintains the right to delete content posted by users. If an individual connected to a social media account is displeased that one of his or her listings/posts/photos is not posted, the County Librarian, Public Relations Specialist or Public Services Librarian will handle and resolve the situation.
11. To ensure that users are aware of the potential to be blocked for posting prohibited content, ACPL will post a block standards paragraph on all social media accounts.
12. Those who wish to report a violation of the social media policy can email pr@albanycountylibrary.org.
13. Administrators will be notified via email if a user is blocked from an account.
14. ACPL may share or promote content or comments that are posted on a social media account by a follower. ACPL will not remove content created by users from the account and use it for library promotions.
15. Comments posted on a social media site may be submitted to the ACPL Board of Directors during a monthly board meeting.

Monitoring

1. An administrator must check active social media accounts at least once a day.
2. The Public Relations Specialist should monitor the social media accounts on a consistent basis throughout the workday.
3. Active social media accounts may be checked on the following devices: Computers owned by ACPL. Personal computer(s) of employees listed as administrators on the account. Personal tablet(s) of employees listed as administrators on the account. Authorized and synced mobile devices.
4. Social media accounts may not be checked from a public computer.
5. Administrators should be aware of changes to terms of service and privacy policies by social media platforms. The terms of service and privacy policies of each social media platform are available in the Public Relations office.
 - 5.1 Administrators should be aware that under the Facebook Page guidelines, organizations are not allowed to post contests on a personal timeline, but must use a third party application.
 - 5.2 Administrators should be aware that under Facebook Page guidelines, organizations are

expected to uphold the Child Online Privacy Protection Act in reference to whom and who cannot be added to a social media account as a contact. (For more information, visit: https://www.facebook.com/page_guidelines.php)

6. Administrators should check to see if any updates have been made to these documents on a quarterly basis. Privacy settings on each account should be checked at this time. Arising Problems
 1. If an administrator's social media post(s) continuously cause individuals confusion or problems, the administrator will have a discussion about the ACPL social media practices with a supervisor.
 - 1.1 Administrators causing confusion or problems on social media accounts will schedule a supplemental training with the Public Relations Specialist.
 2. If a patron connected to a social media account has a complaint regarding an Albany County Public Library social media account, the Public Relations Specialist or County Librarian will handle and resolve the situation.
 3. In the event that an ACPL social media account is compromised or hacked, the social media account becomes the responsibility of the IT department. In this situation, employees should immediately contact the IT department at 307-760-0221.

Security

1. All social media accounts will have the highest level of security offered on each individual platform.
2. After using a library social media account, the administrator must log out from the account.
3. Passwords for social media accounts will include a capital letter, at least 6 characters, and a non- alphabetical character. Passwords for all accounts will be changed every six months. Distribution and records of passwords will be handled by the Public Relations Specialist.
4. Security questions should be something that no other co-worker knows about you.
5. All administrators should be informed by email when changes are made to passwords, security settings and privacy settings.
6. If an administrator leaves the library's employment, the administrator will immediately be removed from the account by the County Librarian, Public Relations Specialist, or Public Services Librarian.

Copyright/ Privacy Protection

1. The Albany County Public Library will at all times attempt to follow copyright, fair use, and invasion of privacy laws. Please reference the ACPL Copyright Policy for more information in this area (Page 40 of the policy manual).
2. Any content not under the copyright of the ACPL (photos, text, audio, video, etc.) used in program and media promotions must be copyright free and open to use by the public.
3. ACPL will protect the privacy rights of its staff and patrons. No library administrator shall release information regarding an individual library patron or staff member's use of library materials or services without the consent of the patron. Please reference the ACPL Patron Privacy Policy (Page 41 of the policy manual)
4. The ACPL will require employees to receive consent through expressed, implied, or oral consent at each program event where there are legal adults.
 - a. Expressed consent – Permission in writing (Requires parent or guardian signature for minor or the mentally disabled)
 - b. Implied consent – Indicated consent with reaction
 - c. Oral consent – Verbal consent
5. The library will require parents/guardians of minors or mentally disabled adults to fill out, sign, and date a media release form. If the document is not signed and dated, the release will be void for that individual.
6. Completing the media release form is optional for any individual.
7. If an individual refuses to complete the media release form, no media can be produced using any content related to the individual.

Training

1. All administrators will receive training on accessing and monitoring social media accounts; the basics of each social media platform; and on how to contact individuals over social media accounts.

2. All administrators will receive training on the social media policy, social media sites terms of service and privacy policies, and additional ACPL policies included in this policy. When needed, the administrators will be trained on amendments to this policy.
3. All administrators will sign a written agreement that the ACPL accounts, account content and posts, and account contacts are property of the library, not the individual administrator. Administrators will not continue to post to ACPL accounts once they have left the library's employment, will be removed from ACPL accounts, and will immediately separate personal accounts from the organization's accounts.

EMPLOYEE PERSONAL SOCIAL MEDIA USE

(Adopted 2/27/14)

Overview.

Social media will be defined as: forms of electronic communication (including, but not limited to, social networking sites, blogs, wikis and video-sharing sites) through which users create online communities to share information, ideas, personal messages and other content.

The ACPL Employee Personal Social Media Use policy was created with the purpose of offering clear expectations and guidelines for employees using social media. This policy will reference relevant policies within the ACPL policy manual.

This policy applies to an employee's personal use of social media and does not pertain to the organization's social media accounts.

Awareness of Use

1. ACPL believes free speech and freedom of expression are important aspects of personal social media use and welcomes employees who use social media. ACPL encourages employees to use creativity on social media.
2. ACPL employees are encouraged to identify themselves as ACPL employees online and to share content from ACPL on their personal social media accounts.
3. ACPL wants its employees to be informed about social media use. Employees should keep in mind that a social media account is not private and can be seen by fellow employees, board members, and patrons.

Personal Use

1. Employees should abide by the ACPL Acceptable Use of Employee Time personnel policy concerning personal use of ACPL computers and related equipment and time spent on personal use of social media (page 21 of the policy manual).
2. Employees are allowed to check personal social media accounts while at work, as long as it does not interfere with the employee's responsibilities. Employees should attempt to limit personal social media use to breaks and lunch.
3. Staff members should not use social media for personal use when at the ACPL Information Station, the Circulation Desk, or in full view of the public area.

Employer Monitoring

1. ACPL reserves the right to lawfully monitor employee's use of social media and other online activities including but not limited to statements/comments posted on the Internet, blog posts, and content in

openly accessible forums. ACPL can monitor these uses during work time.

2. Employees should have no expectation of privacy while using company equipment and facilities for the use of social media.

Employee Rights and Privacy

1. The National Labor Relations Act protects personal use of social media when employees are not at work. This act can be located at: <http://mynlrb.nlr.gov>.
2. Under the NLRA, employees can use the ACPL logo or name to create non-commercial communication for the use of protected, concerted activity such as: discussion of terms and conditions of employment, employer labor policies, treatment of employees, criticism of organization or employer; protest of working conditions, wages or hours; protest of other work related issues; or other information or acts that are rights of employees. Commercial use of the ACPL logo or name by an employee is prohibited.
3. Under the NLRA, employees cannot claim that his or her opinion or commentary is the opinion or commentary of the ACPL unless the information is sponsored or otherwise sanctioned, approved, or maintained by ACPL.
4. Under the NLRA, employees have the right to make critical or negative comments about the organization or employer over social media.
5. Employees should not post confidential information or non-public information on personal social media accounts. Confidential information is defined as personnel records, library materials contributed by private persons, and library patron transaction and registration records. These records are considered private under the Wyoming Open Records Act (http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title16/T16CH4A_R2.htm) and should not be shared over social media. This clause does not restrict employees from participating in activities protected by the NLRA.
6. Patron and co-worker privacy is an important aspect of a public library and should be considered when posting information related to the workplace. Employees should respect patron and co-worker privacy and refrain from posting identifiable information or comments regarding a patron or co-worker.
7. Using social media to harass, discriminate, bully, threaten, or defame a co-worker or patron will not be tolerated. Specific examples of what conduct is not tolerable is included in the ACPL Harassment Policy, Library Behavior Policy, and Personnel Policy.
 - a. As an employee of ACPL, you are required to attend a sexual harassment seminar once a year and understand what constitutes as harassment as required by county law.
8. Employees who are terminated for a social media violation can contact the National Labor Relations Board to discuss wrongful termination.

GUIDELINES FOR A BULLETIN BOARD AND PAMPHLET DISPLAY

While library bulletin boards are a service to the public, staff members must date and initial items before they are posted. They remain posted until the date of the event or one month has passed. The library accepts posters or brochures from any organization or person engaged in legal activities. Materials should not be larger than 18x24 inches. Pamphlets may also be displayed on racks for four months; they will be date stamped when put out.

The library reserves the right to pull older material if the display on a pamphlet rack or bulletin board overlaps. Priority is always given to agendas for public meetings in Albany County and flyers for library programs.

GUIDELINES FOR EXHIBIT SPACE

Exhibit spaces and display areas may be used by for-profit or non-profit groups at no charge for one month at a time. For-profit groups may not offer specific merchandise or services for sale. Non-profits may display fundraising items for sale. No group may promote illegal activities.

Groups should make their requests in writing or by email meetings@AlbanyCountyLibrary.org and will be given the space on a first-come, first-served basis. They are responsible for setting up their display and removing it at the end of the month. The library reserves the right to remove materials that have not been removed at the appropriate time. The library will not be held responsible for damage or theft of exhibited property.

COLLECTION DEVELOPMENT POLICY

Approved 1/23/2007 (Revised 03/10) (Revised 04/13) (Revised 01/15)

I. General

The Albany County Public Library provides materials to all people in its service area, to meet their informational, recreational, educational and inspirational needs. These needs will be met through printed, audiovisual, and electronic resources, including internet access.

The Board of Directors of the Albany County Public Library has delegated this responsibility to the County Librarian and library staff.

The library supports and adheres to the "Freedom to Read Statement" (Appendix C) and the "Library Bill of Rights" (Appendix B).

II. Selection Criteria

- A. Selectors, as identified by the county librarian, use book reviews: Publisher's Weekly, Library Journal, School Library Journal, BookList, New York Times Book Review, *Voya*, bestseller lists, (i.e. New York Times Bestsellers amongst others), Amazon "Best of the Month" Lists, blogs relating to genre and new book publications and related updates specific to "areas of interest" by each selector for selection.
Selections are made from reviews by using best reviewed, most popular, trends in reading and community interest.
- B. Selections are based on the experience of each selector, education in selection obtained by advanced degrees in library science, interest in the subject matter and knowledge of the community. Selections are also based on library budget.
- C. Materials are selected for literary value, authority, and permanent value to the collection as a whole.
- D. As far as is possible, all sides of controversial subjects are presented. The Albany County community is diverse and the collection represents this diversity.

- E. Inaccurate materials are generally not added.
- F. Books donated to the library may be added to the collection if no older than three years, if in “like new” condition and if the selector would have purchased the material without the donation. They also may be added if they are a replacement for a well-used copy currently held or as a missing volume in a series that has consistent and recent (within 3 years) circulation statistics. Professional librarians may make decisions on books older than three years if the material is still current, relevant, in like new condition, makes a significant addition to the collection and is material that the selector would purchase.
- G. Some purely ephemeral materials may be purchased and later withdrawn when their value and interest have disappeared.
- H. The library does not purchase highly technical or scholarly works in most fields, although some consideration will be given to local authors. Much of this demand can be supplied by the University of Wyoming and other subject collections in the area.
- I. The library will promote Interlibrary Loan services to support the requests for items that are not locally available.
- J. Purchase recommendations from users will be considered within the limitations of the budget if they meet the above standards.

III. Withdrawing

The entire collection is periodically examined to keep it up to date and attractive. Materials are studied for their sustained value, and when found dated, no longer useful, available in other materials elsewhere in the community, or in poor condition, they are withdrawn. Materials that are returned damaged beyond use are discarded in a safe manner.

The ACPL adheres to a policy of CREW: CREW (Continuous Review, Evaluation, and Weeding) and MUSTIE

M= Misleading--factually inaccurate

U= Ugly--worn beyond mending or rebinding

S= Superseded--by a new edition or by a much better book on the subject

T= Trivial--of no discernible literary or scientific merit

I= Irrelevant to the needs and interests of the library's community

E= Elsewhere--the material is easily obtainable from another library

As the library collection and individual books are evaluated based on an unbiased set of criteria, materials are removed from the library collection.

Withdrawn materials may be given to the Friends of the Library to sell in the FOL Book Sale, offered to other governmental or needy community entities, used in the Little Free Library, given to Better World Books for distribution to other countries, or recycled.

IV. Complaints or Challenges to Materials

Before considering a challenge to an item in the library's collection, the staff seeks to understand the objection to the item and the patron's concern. A person with a complaint about an item in the library shall first talk with the selector (the staff member responsible for that area of the collection), County Librarian, or person in charge. After this

conversation, the individual shall be given copies of the library's Collection Development Policy and the "Request for Reconsideration of Library Material" form ([Appendix E](#)).

If the form is filled out completely and returned to the library, the County Librarian shall immediately notify members of the library's Board of Directors that a request for reconsideration has been filed and shall deliver to the directors a copy of the request. The item shall remain on the shelf.

An ad hoc committee, appointed by the county librarian, consisting of three to five staff members, shall read the item within three weeks of the date of the written request and shall meet to evaluate the item in terms of its published reviews, the library's Collection Development Policy, including the Freedom to Read Statement, the Library Bill of Rights, and the request for reconsideration. The committee shall include at least the County Librarian or representative; a selector, and a circulation staff member.

This committee shall report, in writing, to the filer and the library board within four weeks of the written request. If dissatisfied with the committee's decision, the filer can appeal in writing within four weeks to the library's Board of Directors by including the original request and adding reasons for appealing the decision. This written response shall immediately be distributed to the board members, along with copies, if possible, of the disputed item.

The board shall read the item within four weeks of the date of the written appeal.

At the next board meeting following the four-week deadline, the board will allow all who wish to speak on the matter to do so, within time limits set by the board. The board expressly retains the right to restrict or limit repetitive or irrelevant comments. People attending the meeting should be given a copy of this policy, including copies of the Library Bill of Rights and the "Freedom to Read" statement.

The board will deliberate on the appeal, considering whether the item meets the standards set forth in the Collection Development Policy, including the Freedom to Read Statement and the Library Bill of Rights. It will announce its decision in writing to all speakers within two weeks.

The decision shall also be posted in the library and/or on its web page.

No one can challenge the item again within two years of the board's decision. The decision of the board is final, and no further administrative appeal can be made.

GIFTS

The Albany County Public Library acknowledges the great importance of private gifts and donations to the library's development and growth. Such gifts take many forms, come from various sources, and are made for a variety of purposes. This policy should guide prompt, consistent and appropriate response to gift and donation offers. All gifts designated gifts valued over \$10 with an identified donor should be acknowledged.

Gifts to the Albany County Public Library Foundation, its trust fund or its public library endowment fund, or to the Friends of the Library are gifts to separate public 501(c)(3) tax exempt organizations. The library does not acknowledge those generally.

I. Kinds of Gifts

A. ART

- i. An acquisitions committee composed of at least one library board member, the County Librarian or staff representative, and two lay people with an interest and/or background in art will review the items for acceptance.
- ii. Gifts and loans of original art shall be accepted by the Albany County Library if the donor agrees to the forms and conditions in Appendices G, H & I.
- iii. The library reserves the right to withdraw or return donations of art, contacting the donor where feasible. If donors cannot be located, items will be offered for public sale.

B. BOOKS AND MATERIALS

- i. The Friends of the Library makes items donated to it available to the library to add to the collection if suitable. Materials not added to the collection cannot be returned to the donor and may be offered for sale.
- ii. The library does not appraise gifts. A tax receipt form with general price guidelines, signed by the president of the FOL, to be completed by the donor, will be provided. If the donor places a value of \$250 or more on donated materials, either a book sale committee member or a library supervisor must confirm the gift in person.
- iii. The library discourages donations of subject collections. Any collections donated must meet the requirements of the library's collection development policy in order to be added to the collection.
- iv. The library cannot host private collections for other organizations, clubs or institutions.
- v. Materials given in memory or honor of an individual will be subject to the library's collection development policy.

C. CASH

Cash donation may be used for special projects or general operations. Donors who make cash contributions will be given receipts immediately.

D. EQUIPMENT

Equipment donations may be accepted after considering need, space, supplies, training required, staff time to service, and maintenance costs.

E. LANDSCAPING

Gifts of landscaping are accepted based on the appropriateness of the proposed gift to the building landscaping.

F. MEMORIALS

Any gift may be given to the library as a memorial subject to the library's gift and collection development policies.

G. PLANNED GIVING

Individuals desiring to make a gift of money, real estate, securities, or personal property to the Albany County Public Library, as a part of their estate planning, may do so by making the gift in the name of the Albany County Public Library with the expressed condition that the funds or property be used exclusively for the benefit of the Albany County Public Library. The library will accept such gifts subject to provisions stated elsewhere in this section.

II. DISPOSITION OF GIFTS

All non-monetary gifts are subject to disposition at some point. Since all gifts to the Albany County Public Library become the property of the library, appropriate library disposition procedures shall be followed.

III. GIFT SOLICITATION

Use of the library's name for gift solicitation may only be made with the express permission of the library board of directors.

IV. TAX DEDUCTIONS

All donations to the Albany County Public Library are tax deductible under Internal Revenue Service guidelines. The library does not appraise or value gifts in kind or non-cash gifts. For recognition purposes, the library will accept a credible third party valuation supplied by the donor. Donors should consult with their tax advisors in order to obtain the best possible tax recognition for their gifts to the library.

V. GIFTS RECOGNITION

From this point forward, Albany County Public Library will no longer place plaques or name plates on furniture, shelving, equipment, or walls. Instead, the library will maintain and publicly display a *Book of Honor and Remembrance which* will list donors and gifts over \$250.

VI. SPONSORSHIPS

- A. The library welcomes sponsorship of programs, projects and events from individuals and groups.
- B. Sponsorships must be approved by the board or county librarian. In assessing the suitability of soliciting or accepting a potential sponsor, the board considers the public image of the sponsor, its line of business, and all of its products and services. Sponsorships are pursued if the board determines that an association between the potential sponsor and the library is suitable and will positively affect the public image that the library has established in the community.
 - A. Public recognition of the sponsor may include:
 - i. Displaying the sponsor's name and logo on promotional materials for the sponsored program or service.
 - ii. Publishing a short article in the library newsletter.
 - iii. Announcing the sponsorship at the beginning of a program.
 - iv. Submitting a press release to local media.

COPYRIGHT POLICY
(APPROVED 11/05, AMENDED 10/10)

Albany County Public Library intends to comply with Title 17 of the United States code, titled "copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright restrictions will be prominently placed on the photocopier. Interlibrary loan requests will be accepted subject to copyright. Staff will refuse any request that would violate copyright restrictions.

Section 107 of The Copyright Act of 1976, Limitations on Exclusive rights; fair use, allows for fair use of copyrighted material:

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Library staff will follow copyright law and licensing agreements in selecting and using materials for public performance. Purchasing performance rights gives the library legal permission to show many materials, but these rights do not extend to patrons using materials outside the library. Original or copyright-free art will be used to produce library publicity items or for creating displays and decorations.

The design, data, images and photographs featured on the library's web site and its sister sites are copyright 2010 by the Board of Directors of the Albany County Public Library.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or any other reproductions of copyrighted materials.

Albany County Public Library is not responsible for the improper or illegal use of any copies of materials from its collections. It is the user's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions. Albany County Public Library does not claim to control the copyright for all materials in its collections. Library staff will provide any information available for specific items that it has available to the user in this regard if a specific request is made. The library provides such information as a service to aid users in determining the appropriate use of an item, but that determination ultimately rests with the user. It is the user's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials from the library's collections. Users are reminded that these materials are provided by the Albany County Public Library for non-profit educational, personal or scholarly purposes and that transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright holders.

Issues pertaining to privacy and publicity may arise when a researcher contemplates the use of materials found in library collections. Because two or more people are often involved (photographer and subject) and because of the ease with which images can be reused, photographs represent a type of document in which issues of privacy and publicity emerge with some frequency. Privacy and publicity rights are, of course, distinct from copyright. In addition, while it is true that famous people or public figures who seek recognition have already surrendered some privacy, they may have the right to control the commercial use of their images (likeness, voice, signature, etc.). This principle recognizes that a celebrity's image can be an asset in trade. Users are solely responsible for determining the existence of such rights and for obtaining any permissions and paying any associated fees which may be necessary for the proposed use.

The Albany County Public Library is eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future. It is our policy to respond to notices of alleged infringement that comply with the Digital Millennium Copyright Act in an appropriate manner under such Act and other applicable

intellectual property laws, including the removal or disabling or access to material claimed to be subject of infringing activity. Pursuant to 17 United States Code 512(c) (2) (Digital Millennium Copyright Act of 1998), the Albany County Public Library is the designated agent for notice of alleged copyright infringement appearing on our site. Direct any notices of infringement to:

County Librarian
Albany County Public Library
310 S 8th St
Laramie WY 82070
307-721-5565
ssimpson@albanycountylibrary.org

PATRON PRIVACY

Adopted 4/21/87; reviewed and revised March 27, 2007

The ACPL Board of Directors supports intellectual freedom and the right to read without fear of censor or reprisal. The Board of Directors considers library use by any person to be his or her business and no one else's. All library patron transaction and registration records which could serve to identify individual library patrons or reveal their use of the library are, therefore, confidential and not open for public inspection.

Except as otherwise provided by law, no library board member, employee or volunteer shall release information regarding an individual library patron or an individual patron's use of library materials or services without the consent of the patron or a person legally authorized to provide such consent on behalf of the patron.

Individuals may inspect their own library records. Custodial parents or legal guardians may inspect the library records of their minor children or wards, upon presentation of appropriate documentation proving custodial status.

Any costs incurred by the library in any search through patron records, initiated by compliance with a valid court order, shall be chargeable to the agency demanding the search.

ACPL INTERNET POLICY

(4/24/97, revised 10/98, 8/2000, 12/2010, 07/2013)

I. General

In response to advances in technology and the changing needs of the community, the Albany County Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the Albany County community in accordance with the American Library Association's Library Bill of Rights.

Internet resources accessible through the library are provided equally to all library patrons. The library may limit the amount of time per day an individual may use the Internet. Providing connections to global information, services and networks is not the same as selecting and purchasing material for a library collection. The Albany County Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The library does not filter its terminals for adult users. Not all sources on the Internet provide accurate, complete or current information. Patrons need to be good information consumers, questioning the validity of the information found. When accessing information online in the library, patrons may not access material that is inappropriate for public viewing.

The library offers computer workstations free of charge as a service to the community it serves. Along with the privilege of using the library's computer workstations comes responsibility for considerate, ethical and legal use. Use of library Internet facilities, including terminals and Internet connections, acknowledges your acceptance of and agreement to abide by the following Internet access guidelines.

II. Internet Use by Children

Parents/Guardians concerned with their child's access to the Internet must accompany their child to the library to ensure their parental standards are met. Library staff assumes no responsibility for children's use of library computers and the Internet. Parents/guardians—and only parents/guardians—may restrict their children—and only their children—from access to Internet resources accessible through the library.

III. Confidentiality

Patrons have the right of confidentiality in using the resources and services provided by the library. The library shall ensure that this confidentiality is maintained as set forth in the library's policy on confidentiality of library records. However, patrons should be advised that because absolute security is difficult to achieve, electronic transactions, such as site names or e-mail service providers, etc., could become public.

IV. Misuse

Patrons may not use the computing resources of the ACPL for any illegal or unacceptable purpose or in violation of any library rule or policy or of any local, state, or federal laws or regulations. Misuse of the library computers or Internet access may result in loss of computer or library privileges.

Illegal Use of Internet Includes But Is Not Limited to:

- Using the library's Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
- Using library computers or networks to commit fraud, hacking, stalking, or to make threats, or deliberately misrepresent themselves online or to library staff.
- Distributing unsolicited advertising or "spam."
- Violating copyright laws: Patrons must respect copyright laws and licensing agreements and assume responsibility for payment of any required fees. United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use". This includes most electronic information sources. Users may not copy or distribute many electronic materials without the explicit permission of the copyright holder. It is the patron's responsibility to determine when materials may be reproduced with or without permission.
- Introducing a "virus" or similar piece of code that may do damage to any data, computer, or networking device, or attempting to alter or damage any library software, operating systems, or configuration files.
- Harassing other patrons, or library staff. Patrons must comply with the library's harassment policy [<http://www.albanycountylibrary.org/Data/Sites/1/policychanges/policymanualcurrent.pdf>, p. 24].

Unacceptable use of the Internet includes, but is not limited to:

- Not respecting the privacy of others, including attempting to censor or interfere with other patrons' use of Internet facilities. The library's Rules of Conduct and pertinent state, federal and local laws apply to all library users.
- Using the library's workstations as a staging ground to gain unauthorized access to the library's networks or computer systems or to any other network or computer system.
- Attempting to use workstations and software except as ins tallied; patrons should not alter or bypass security functions, damage, or delete files on workstations, hard drives, networks or other equipment, nor attempt to fix problems on their own. Patrons must report any problems to library staff.

- Using a high bandwidth program, which results in slowing others' access to the Internet. Patrons using such programs may be asked to discontinue their use.
- Accessing material that is inappropriate in a public arena, viewing material that could be considered harassment, or offensive, keeping in mind that the public computers are, in fact public and not all material is appropriate in public places. Library staff will enforce this policy of prohibiting the viewing of adult content. Refusal to comply may result in the termination of library privileges.
- See also Page 31, Hostile Work Environment: unwelcome displays of sexually graphic pictures. (The viewing of sexually graphic material on-line by patrons may constitute harassment only if done with the intent to intimidate or harass an employee, patron, or volunteer because of their protected class.)
- See also Page 41, Library Behavior Policy, General: Accessing adult content or pornographic material that may be considered offensive, harmful to minors, or inappropriate for a public place.

V. Staff Assistance

Library staff members will be glad to assist patrons in accessing and using the Internet as time and staffing allow. Users are responsible for configuring their own equipment for wireless use. Basic Internet classes are offered to the public. Patrons with questions or comments on Internet use at the Library are encouraged to speak to staff members about their concerns.

LIBRARY BEHAVIOR POLICY (amended 07/23/2013)

I. General

The library expects appropriate and courteous behavior from its patrons. Signs about this expectation shall be posted prominently in the library and available for the public as a handout. This list of unacceptable behaviors does not include behaviors mentioned in other policies.

The following disruptive, unsafe, or disturbing behavior is prohibited in the library:

- Being under the influence of alcohol or other chemical substances.
- Fighting with other patrons or staff.
- Pushing, running, shoving, or throwing objects.
- Engaging in sexual misconduct such as exposure, unwanted touching, verbal or other unwanted sexual advances to others.
- Talking loudly or excessively.
- Accessing non-public areas.
- Destroying library materials.
- Tampering with the arrangement of library materials to the extent that it would make finding the materials difficult for other patrons.
- Having offensive bodily hygiene or odor that constitutes a nuisance to others, i.e. an unreasonable or unwarranted obstruction or injury to the common right of all people to use and enjoy the library materials and services.
- Accessing adult content, or pornographic material that may be considered offensive, harmful to minors, or inappropriate for a public place.

CONSEQUENCES OF MISCONDUCT:

The County Librarian or designee will apply these rules in a fair and equitable manner for the benefit of all. The consequences of misconduct may be any of the following: verbal warning, denial of access, eviction, loss of library privileges, or prosecution to the full extent of the law.

DUE PROCESS

Patrons who are evicted, denied access or who lose library privileges may meet with the county librarian or her designee in an informal session to protest the eviction or loss of privilege. The patron shall be given notice of the reasons for the disciplinary action and an opportunity to respond, i.e. present his/her side of the story. The decision of the county librarian/designee shall be final and may not be appealed in any forum.

II. Petition

The right to petition for redress of grievances being part of the democratic process, individuals with petitions may use the library's sidewalks, grounds, reserved meeting rooms, or a table in the lobby to solicit signatures for petitions (adopted 1/27/92, reviewed 12/05).

III. Smoking

Smoking is not allowed anywhere in the library (adopted 5/19/87; amended 11/98, 3/21/02, 12/05).

IV. Solicitation

Soliciting the public is prohibited. Solicitation includes the sale or distribution of materials, merchandise, tickets, insurance, pamphlets, or campaign material. The only exceptions are solicitations by the library, Friends of the Library and the Albany County Public Library Foundation.

V. Unattended Children and Adults in Need of Supervision (approved 7/26/2011)

- 1) **Children eight (8) years of age and younger** must have a parent/guardian or a person authorized by the parent/guardian to supervise the child *in the immediate vicinity of or in visual contact with the child*. A non-parent/guardian caregiver must be at least sixteen (16) years of age and carry emergency contact information for the child's parents/guardians.
- 2) **Children nine (9) years of age and older who carry emergency contact information for their parents/guardians** may use the library on their own. Parents are responsible for the behavior of their children in the library, whether or not the parent or an authorized caregiver is present. If a child fails to carry emergency contact information, the parents shall be notified that further violations of this policy may result, at the sole discretion of the library, in a suspension or revocation of library privileges.
- 3) **Children thirteen (13) years of age and younger who do not have transportation home at closing time** will be asked for contact information so that library staff can contact a parent/guardian. The parent/guardian will be asked to pick up the child immediately and informed that future incidents may result, at the sole discretion of the library, in a suspension of library privileges for the child. **Under no circumstances will a staff member give a child a ride home or take the child outside the building to wait for a ride home. If the parents/guardians cannot be contacted within a reasonable time, the staff may call the police for assistance.**
- 4) **Children 14 and older without transportation at closing time** will be assessed and handled at the sole discretion of library staff based on maturity.

An up to date library card is an acceptable substitute for emergency contact information.

II. Animals In the Building (approved 6/28/2011) (amended 7/23/2013)

Service animals, as defined by the U.S. Department of Labor pursuant to the Americans with Disabilities Act of 1990 As Amended or animals with the express prior approval of the County Librarian may be allowed into

the library building. All animals must be housebroken and under the immediate control of their handlers. All animals participating in library programs are exempt the day of the program.

INVESTMENT POLICY

(adopted 9/19/96, reviewed 12/05, revised 9/10, revised 10/10)

The Albany County Public Library, in compliance with W.S. § 9-4-831(h) for a "Statement of Investment Policy," practices the following financial strategies with public funds received for the operation of the county and branch libraries:

1. The library board or its agents will not make any investment on behalf of the library until signing a statement indicating that they have read this policy and agree to abide by applicable state law with respect to the advice given and transactions undertaken on behalf of the library.
2. Any change in the investment policy requires a majority vote of the library board.
3. This policy is available for public review and comment.
4. Investments shall be limited to those listed in W.S. § 9-4-831(a), as currently written, or as it may be amended or replaced in the future:
<http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title9/T9CH4.htm>
5. To the extent possible, in all investment strategy the library board or its agents will maintain appropriate short-term deposits and/or cash in order to meet short-term payroll and accounts payable obligations.

PARTNERSHIP/SPONSORSHIP POLICY

(adopted 12/05)

I. Purpose

The Albany County Public Library will enter into partnerships or sponsorships to pool resources between partners or sponsors in order to enhance or improve library services, programs, collections and/or facilities.

II. Scope

These provisions apply to all Albany County Public Library partnerships and sponsorships with coalitions, institutions, organizations, businesses and/or individuals.

III. Definitions

- A. Partner: A coalition, institution, organization, business or individual that collaborates with the library to provide programs and/or services to the public in ways that are mutually beneficial to and in support of the missions of both the library and the partner and may occur without the exchange of money.
- B. Partnership: An institution, organization, business or individual, working together with the library in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.
- C. Sponsor: An institution, organization, business or individual who financially contributes to the library in support

of a collection, service or program.

D. Sponsorship: A mutually beneficial exchange, whereby the sponsor receives a benefit of reciprocal value in return for providing cash to the library. Sponsorships do not imply library endorsement of the Sponsor's product or service.

IV. Provisions

A. Coalitions, Institutions, organizations, businesses or individuals compatible with the policies, vision and goals of the Albany County Public Library are potential partners or sponsors.

B. The Albany County Public Library will only enter into partnerships and sponsorships determined to be in the best interest of the library.

C. Partnerships and sponsorships will be subject to the approval of the County Librarian.

D. The Albany County Public Library, its partners and sponsors, will agree to act in ways that are mutually beneficial as described in a written agreement.

E. While it is important to remain aware of any tax provisions relating to contributions, the library must not represent itself as representing the donor in any transaction and should stipulate that the donor is responsible for his/her own determination of gift valuation or deductibility (adopted 12/05).

ADA GRIEVANCE PROCEDURES

(adopted 5/16/94)

This Grievance Procedure is established to meet the requirements of the Americans with Disability Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policy or the provision of services, activities, programs or benefit by the Albany County Public Library.

The following provisions are to be followed to file a complaint against Albany County Public Library under the Americans with Disabilities Act of 1990:

1. Complaints regarding access or discrimination shall be submitted in writing to Albany County Public Library's ADA Compliance Coordinator. The complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for person with disabilities upon request.

2. The ADA Compliance Coordinator will make a decision regarding the complaint within ten working days of the receipt of the complaint.

3. If the decision is not to the satisfaction of the complainant, the complainant can ask the Albany County Public Library Board of Trustees to consider the issue in an open public meeting. The decision by the library board will be made within 30 days of the public meeting. The decision of the Albany County Public Library Board of Trustees is final.

4. All written complaints received by the ADA Coordinator, appeals to the Albany County Public Library Board of Trustees and their responses will be kept by the Albany County Public Library for a period of three years.

5. The right to prompt and fair consideration of the complaint is not affected by the pursuit of other remedies allowed the complainant under the Americans with Disabilities Act of 1990, nor is use of this grievance procedure a prerequisite to the pursuit of other remedies.

**RISK MANAGEMENT
GUIDELINES**
(adopted 10/18/93)

Contractors

1. A contractor is a contractor hired on a contract basis by a county department to perform construction or maintenance activities on county owned buildings, equipment, roads or bridges or to provide a service for a department of County Government on a contract basis.

2. All contractors must provide evidence of general liability insurance and workman's compensation. If workmen's compensation is not carried by the contractor due to the nature of his business organization, evidence must be given to the County showing reason for his exception.

3. Evidence of automobile liability insurance must be given if the contractor will be using his/her vehicle for county business.

4. The certificates of insurance will be held by the office of the department head except for departments in the Courthouse. Departments in the Courthouse will have their contractors provide evidence of insurance coverage to the County Clerk's office.

5. Contractors that anticipate performing their activities more than once during a calendar year will need only file a certificate with the county at the beginning of the contractor's policy year. A new certificate must be provided each time the contractor's policy renews as long as the contractor continues to perform a service for the county.

6. The Certificate of Insurance for general liability insurance filed by all contractors must show the following limits of liability:

a. Comprehensive General Liability with a limit of \$500,000 Each Occurrence.

or

b. Comprehensive General Liability with \$250,000 each person bodily injury liability, \$500,000 each occurrence bodily injury liability and \$250,000 each occurrence property damage liability.

c. Evidence of products liability and completed operations liability must be shown on the certificate.

d. Additional insurance requirements may be required of the contractor depending on the nature of his/her service. Example of such requirements may be malpractice liability for nursing contractors or professional liability for architectural firms.

7. Certificates for automobile liability must show the following limits of liability:

a. \$500,000 each accident automobile liability insurance or

b. \$250,000 each person, \$500,000 each accident automobile bodily injury liability and \$100,000 each accident automobile property damage liability

8. The certificates for general liability, automobile and workman's compensation insurance must state that the certificate holder (the county) will be notified by the contractor's insurance carrier within 10 days in event the insurance coverage is canceled by the contractor or the insurance company.

9. The certificate holder clause should read:

County of Albany
c/o Department requesting the certificate or the Clerk's office
Address of the Department or Clerk's office
Laramie, WY 82070

INSURANCE CLAIMS GUIDELINES

I. Property Losses

(BUILDING, CONTENTS, BOILER, ELECTRONIC DATA PROCESSING, MOBILE EQUIPMENT, FINE ARTS)

1. These requirements apply to all departments and boards provided with property insurance purchased by the County Commissioners.
2. All losses should be reported to the County Clerk's office to determine if insurance coverage will apply.
3. The report should include the following information:
 - a. Date, time, location of loss and property damaged.
 - b. Description of loss - how it occurred.
 - c. Name, address, phone number and liability insurance carrier if the responsible party is other than a county employee.
 - d. If the loss is investigated by a law enforcement agency, a copy of the investigating report should be obtained and forwarded to the County Clerk.
 - e. Estimated replacement cost of property if loss is not a major loss.
4. The County Clerk's Office will then report the loss to the agent representing the insurance carrier. Depending on the severity of the claim, the loss will either be settled within the agent's office or an adjuster will be assigned to investigate and negotiate the settlement of the loss.
5. All County employees should be aware that \$500.00 is provided for employee personal property.

II. General Liability Losses Including Garage Keepers Insurance

1. These requirements apply to all departments and boards provided with liability insurance purchased by the County Commissioners.
2. All potential liability losses should immediately be reported to the County Clerk's office. A county employee involved in or witnessing a possible liability incident should show appropriate concern but express no statement related to fault on the part of the county or its employees. Injured parties can be informed that the incident will be investigated by the county's liability carrier. Obtain names, addresses and telephone numbers of injured parties and witnesses.
3. The report should include the following information:
 - a. Date, time and location of loss.
 - b. Description of the incident. The name, address and phone number of all parties involved and witnesses.
 - c. Description of injuries to parties involved and description of property damaged. Also state the

- d. location of the damaged property and its owner.
 - d. If the incident is investigated by a law enforcement agency, a copy of the investigating report should be obtained and forwarded to the County Clerk.
4. The County Clerk's office will then report the loss to the Local Government Insurance Pool (LGISP) or the insurance carrier and to the County Attorney's office. Depending on the severity of the claim, the loss will either be settled within the agent's office or an adjuster will be assigned to investigate and negotiate the settlement of the loss.

III. Automobile Losses (Liability and Physical Damage)

These requirements apply to all departments and boards provided with automobile liability and physical damage insurance purchased by the County Commissioners.

1. All automobile losses should immediately be reported to the County Clerk's office. A county employee involved in an automobile accident driving a county vehicle should never accept fault in the accident at the time of the accident and should inform the other parties that the accident will be investigated by the county's liability carrier. Involved parties, if possible, should exchange names of drivers and vehicle owners, addresses, phone numbers, vehicle descriptions including VIN numbers and insurance carriers.
2. The report should include the following information:
 - a. Date, time and location of loss.
 - b. Description of incident including name, addresses and phone numbers of all parties involved and witnesses.
 - c. Description of injuries to parties involved and description of property damaged. State the owner and location of the property damaged. If insurance is carried by the other parties involved, the name of their insurance carrier, policy # and agent.
 - d. If the incident is investigated by a law enforcement agency, a copy of the investigating report should be obtained and forwarded to the County Clerk.
3. The County Clerk's office will report the loss to the auto liability carrier, the physical damage insurance carrier and to the County Attorney's office, if applicable. Depending on the severity of the claim, the loss will either be settled by the agent's office or an adjuster will be assigned to investigate and negotiate the settlement of the loss.

IV. Driver Selection

DEPARTMENTS WHO HAVE EMPLOYEES WHO DRIVE VEHICLES AS AN ESSENTIAL FUNCTION OF THEIR JOB DESCRIPTION - ROAD AND BRIDGE, SHERIFF'S DEPARTMENT, PUBLIC HEALTH, EXTENSION, ASSESSOR AND LIBRARY

PHILOSOPHY: The job description of many employees of these departments does include the operation of vehicles during the work day. If a new employee is being hired for these departments who will drive either a County owned vehicle or their own vehicle during the work day on a continuous basis, the following guidelines should be included and given consideration during the hiring process.

1. The applicant should be given a job description that includes the operation of a vehicle as an essential job function. They should also be informed that if they are a FINALIST for the position, they will need to provide the hiring department their name as it appears on the driver's license, their birth date and their driver's license number. Inform them of the County's driving record requirements and that their driving record will be checked with the State of

Wyoming Licensing Department.

2. Once the finalist's driver's information is obtained, it is to be sent to the County Clerk who will obtain the driving records of these prospective employees.
3. Applications should include previous employment history and should ask if the previous employer can be contacted. Previous employers should be contacted and the information requested should include questions about the safety record of the employee, the treatment of company vehicles and mobile equipment and any known driving incidents or violations while in their employ. Do not ask a previous employer any questions that you have not asked the prospective employee.
4. The Road and Bridge Department must make sure that those employees who will operate vehicles requiring a CDL driver's license hold such a license and that they comply with State and DOT regulations as applicable.
5. Items 1-4 should be given important consideration when making the final decision on whom to hire. A prospective employee should not be hired if they do not meet the following driver requirements:
 - a) No major violations in the past five years (DUI, Reckless Driving, Leaving the Scene of an Accident, homicide with a vehicle, etc.)
 - b) No more than three minor violations in the past three years, (speeding, stop sign, passing etc.)
 - c) No more than two at-fault accidents in past three years.
 - d) Previous employer indicates the prospective employee has a poor safety record or had mistreated vehicles or mobile equipment they had operated.
6. Once a new employee decision is made, the County Clerk's office must be informed of the decision and the driver placed on the county's permanent driver's list.

DEPARTMENTS WHO HAVE EMPLOYEES WHOSE JOB DESCRIPTION INCLUDES THE INCIDENTAL OPERATION OF A VEHICLE.

PHILOSOPHY: If prospective employees are being considered who will drive County vehicles on an incidental basis, the following information should be obtained prior to hiring and given consideration in making the final hiring decision.

1. The applicant should be given a job description that lists the incidental operation of a vehicle as a duty of the position. The incidental operation of a vehicle should not be listed as an essential job function and ADA guidelines should be followed. The applicants must be informed that if they are a finalist for the position, they will need to provide the hiring department their name as it appears on the driver's license, their birth date and their driver's license number. They must be informed of the County's driving record requirements and that their driving record will be checked with the State of Wyoming Licensing Department.
2. The driver's information is to be sent to the County Clerk who will obtain the driving records of these prospective employees.
3. Item 1 should be given important consideration when making the final decision on whom to hire. A prospective employee should not be hired if they do not meet the following driving requirements:
 - a) No major violation in the past five years (DUI, Reckless Driving, Leaving the Scene of an Accident, Homicide with a vehicle, etc.)
 - b) No more than three minor violations in the past three years (speeding, stop sign, passing, etc.).
 - c) No more than two at-fault accidents in past three years.

V. Maintenance of County Driving Records

All County Departments

1. Each department must inform the County Clerk's office when the driving status of an employee has changed so the County's permanent driver's list can be kept up-dated.
 - a. If consideration is being given to assign driving duties to an employee who did not previously have this duty, before assigning the duty make sure that the employee meets the Albany County driving requirements. If he/she does not, do not assign driving duties to the employee. If the duties are assigned, inform the County's Clerk's office that the employee should be listed on the County's permanent driver's list.
 - b. If an employee no longer has driving duties or is no longer employed by the County, inform the County Clerk's office so they can be deleted from the driver's list.
2. Annually review the driver's list from the County Clerk's office to make sure all driver information is correct. Pay special attention to the driver's license number for each employee since they may have changed since the previous year.
3. Inspect the driving records once they are received from the County Clerk to determine if there are drivers with problem driving records or do not meet the County's driving requirements.
 - a. A driver with a potential problem is one who currently meets County requirements but with an additional driving violation or accident would lose that status. Inform a driver with a potential problem that he is in danger of losing his driving status.
 - b. If a driver no longer meets County driving record requirements either transfer him to non-driving duties or terminate them. If termination seems to be the only option, contact the Commissioner's office for discussion of the problem prior to terminating the employee.

INVENTORY

COUNTY LIBRARY, ROAD AND BRIDGE, PUBLIC HEALTH NURSE AND FAIRGROUNDS

1. Each of the above departments will maintain separate computer records of their inventories at their office locations. The base year will be 1993.
2. The items should be listed in the following manner:
 - a. All items must be listed on a replacement cost basis. Replacement cost basis means to value your inventory at what it would cost to replace it new.
 - b. Each item with a replacement value greater than \$250.00 should be listed separately at its replacement cost.
 - c. Items less than \$250.00 can be totaled as one lump sum.
 - d. All computer hardware and software must be listed separately no matter what its value. The computer hardware should be listed by make, model and serial #.
 - e. Mobile equipment should be listed by make, model, and serial #.
 - f. Fine arts items should be listed by type of art, name of the art piece and artist, if known. Art

works are to be listed at their appraised value.

3. A copy of the inventory is to be submitted in March to the County Clerk's office so that insurance policies can be updated.
4. Annually in March, each of the above departments is to revise its inventories by checking replacement value and adding or deleting items. A copy is then to be submitted to the County Clerk's office.
5. When new inventory items are purchased by the departments, the Clerk's office must be notified at the time of purchase under the following circumstances:
 - a. If the item is an additional item and not a replacement item and is valued over \$2500.00.
 - b. If the item is computer hardware or software, it must be reported to the County Clerk's office no matter what the value may be.
 - c. If the item is mobile equipment, it must be reported to the County Clerk's office regardless of value.
 - d. If the item is a fine art to be added to the fine arts floater, it must be reported to the Clerk's office regardless of value.

PROPERTY POLICIES

(adopted 5/06)

INTRODUCTION

The Albany County Property Policies . . . have been developed to assist each office and department in the management of their capital equipment and all County facilities. These policies and procedures are in accordance with GASB (Governmental Accounting Standards Board) regulations, Wyoming State Examiner's Office, and local auditor requirements. The policies . . . set forth are subject to revision and change as may be required to maintain compliance with current regulations.

AUTHORITY

In accordance with Wyoming Statutes "Each County shall continue to maintain the uniform system of accounting in accordance with generally accepted accounting principles . . ." (W.S. 16-4-120) and "Each Board of Commissioners may:

- (i) Make such orders concerning the property of the county as they deem expedient;
- (ii) Represent the county, care for the county property and manage the business and concerns of the county in all cases where no provision is made by law;" (W.S. 18-3-504)

PROPERTY POLICY

Each County Office and Department is responsible for maintaining their respective departmental property inventory for capital equipment and assets of a value under \$5,000. The Capital Facilities list will be maintained by the County Treasurer. Items with a purchase price of \$5,000 and a useful life of more than a year are required to be listed on the Inventory Data Entry Sheet (Exhibit 1). Furniture and equipment with a purchase price of

\$4,999 or less and a useful life of more than one year are required to be listed on the Equipment/Furniture Inventory Data Entry Sheet (Exhibit 2). All assets listed on either Data Entry Sheet must be assigned an individual identification tag.

The inventory tags must be physically located on the asset item, unless otherwise noted. If an item cannot appropriately accommodate an identification tag, the tag and property serial number should then be placed in a Property Inventory notebook/file which should be maintained in a secure location in each department. Both Inventory Data Entry Sheets must be reviewed monthly and updated with new acquisitions, transfers and retired items, and given to the Treasurer on a monthly basis. It shall be a function of the Treasurer to periodically examine the County

Property Inventory to ensure compliance with the policies. Evidence of non-compliance will be forwarded to the respective department and the Board of Commissioners for further review and action. A lack of compliance undermines the overall property inventory system of the County.

DEFINITIONS

Capital Property/Fixed Property– All capital items with a purchase price of \$5,000. These items must be placed on the Inventory Data Entry Sheet (Exhibit 1).

Transferred Capital Property – Any capital item which is on the Capital Property list which goes from one County Department to another County Department. As long as a piece of property remains within the County, it is considered a transferred property and must be transferred on the Inventory Data Entry Sheet to the correct Department.

Retired Capital Property – This includes any capital item which is on the Inventory Data Entry Sheet which leaves the ownership of a County Department. This can be an item which is no longer serviceable, sold, stolen, lost or destroyed.

Donated Capital Property – This includes any capital item which is donated to a County Department from an outside source. This is not be confused with a “transferred capital property”. These items should be assigned an asset tag number and entered on the Inventory Data Entry Sheet.

Office Equipment/Furniture (value of under \$5,000) - All computers, printers, desks, chairs, calculators, and copiers should be listed on the Office Equipment/Furniture Data Entry Sheet (Exhibit 2) and should be updated and given to the Treasurer on a monthly basis.

CODE OF ETHICS

Adopted by the Albany County Public Library Board of Trustees on 10/19/95

Reviewed and approved by the Board of Directors on March 27, 2007

AS MEMBERS OF THE AMERICAN LIBRARY ASSOCIATION, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- IV. We recognize and respect intellectual property rights.

- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by ALA Council, 6/28/95.

APPENDIX A: LIBRARY CODE OF CONDUCT

Adopted by ACPL Board of Trustees, 11/2003, revised 5/2009

The Albany County Public Library System provides free, open and equal access to ideas and information to all members of the community. This code is designed to foster an atmosphere of mutual respect and courtesy and applies to all patrons, volunteers and staff while on library property. Respect for the rights and needs of all library users must be maintained at all times and use of the library's materials will be supervised so that the broadest number of people can be well served. Patrons must act in a manner that does not interfere or deny others full and equal access to library materials and services

WHILE IN THE LIBRARY, PLEASE:

- ❖ Inform the staff if you need accommodation or if assistance is needed for your use of library services.
- ❖ Be responsible for the safety, well-being and conduct of children and others in your care.
- ❖ Cooperate with the requests of library staff.
- ❖ Explore all the different materials that are available at the library

THE FOLLOWING DISRUPTIVE, UNSAFE OR DISTURBING BEHAVIOR IS PROHIBITED IN THE LIBRARY:

- ❖ Leaving children six (6) and under or other persons in need of supervision unattended.
- ❖ Leaving children nine (9) and under with no caretaker in the building.
- ❖ Being under the influence of alcohol or a chemical substance.
- ❖ Smoking or use of tobacco or tobacco products.
- ❖ Fighting with other patrons or staff.
- ❖ Pushing, running, shoving, or throwing objects.
- ❖ Harassing or threatening others. This includes: pursuing unwanted conversation, impeding access to the building, following another patron with the intent to harass, or other actions which are reasonably perceived as hostile.
- ❖ Engaging in sexual misconduct such as exposure, unwanted touching, verbal or other unwanted sexual advances to others.
- ❖ Talking loudly or excessively.
- ❖ Accessing non-public areas.
- ❖ Destroying library materials.
- ❖ Tampering with the arrangement of library materials to the extent that it would make finding the materials difficult for other patrons.
- ❖ Having offensive bodily hygiene or odor that constitutes a nuisance to others, i.e. an unreasonable or unwarranted obstruction or injury to the common right of all people to use and enjoy the library materials and services.

CONSEQUENCES OF MISCONDUCT:

The County Librarian or designee will apply these rules in a fair and equitable manner for the benefit of all. The consequences of misconduct may be any of the following: verbal warning, denial of access, eviction, loss of library privileges, or prosecution to the full extent of the law.

DUE PROCESS

Patrons, who are evicted, denied access or who lose library privileges may meet with the county librarian or her designee in an informal session to protest the eviction or loss of privilege. The patron shall be given notice of the reasons for the disciplinary action and an opportunity to respond, i.e. present his/her side of the story. The decision of the county librarian/designee shall be final and may not be appealed in any forum.

Adopted by ACPL Board of Trustees, 11/03, revised 5/09 310 South 8th Street
Laramie, WY 82072
Rock River Branch, Rock River, WY and Centennial Valley Branch, Centennial, WY

APPENDIX B: LIBRARY BILL OF RIGHTS

Approved by the Albany County Public Library Board of Directors 1-23-2007

Reviewed by the Albany County Public Library Board of Directors 11-22-2011

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 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 affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

APPENDIX C: THE FREEDOM TO READ

Approved by the Albany County Public Library Board of Directors 1-23-2007

Reviewed by the Albany County Public Library Board of Directors 11-22-2011

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.

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 D: ALA FREEDOM TO VIEW

Adopted by the Albany County Public Library Board of Directors 3-27-2007
Reviewed by the Albany County Public Library Board of Directors 11-22-2011

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:

- 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.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- 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.
- 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.
- 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.

APPENDIX E: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Approved by the Albany County Public Library Board of Directors 1-23-2007
(Revised 04/23/2013)

The Albany County Public Library Board of Directors has delegated the responsibility for selection and evaluation of materials to the County Librarian and staff. Before considering a challenge to an item in the library's collection, the staff seeks to understand the objection to the item and the patron's concern. A person with a complaint about an item in the library shall first the selector (the staff member responsible for that area of the collection), County Librarian, or person in charge about his or her concern. Completing this form is the next step in the reconsideration process. Please return the completed form to the County Librarian, Albany County Public Library, 310 S. 8th St., Laramie WY 82070.

Name_____Date_____Address_____City
_____State_____Zip

Phone_____E-mail _____

Do you represent yourself_____or an organization?_____

1. Resource on which you are commenting:

Title_____ Author/Producer

Format (book, periodical, video, CD, DVD, display, etc.):_____

2. What brought this item to your attention?
3. Have you examined the entire item?
4. What do you believe is the theme of this material?
5. If material was picked out to share with a child, what age is the child?
6. What concerns you about the resource? (Please be specific; give page numbers. Use additional sheets if necessary).
7. Are there other resource(s) you suggest to provide additional information and/or viewpoints on this topic?

You should have received a copy of the Collection Development Policy with this form. The ad hoc committee will respond to your concerns in writing within four weeks from the date on the request. The policy describes additional steps in the process. Be sure you have a copy of your complaint.

Signature of Patron Date

Signature of Staff Member Receiving Form Date

APPENDIX F: CREDIT LINE

Approved by the Albany County Public Library Board of Directors 1-23-2007

Please indicate how you would like exhibition labels, catalogues and records to list your name(s) or designated credit:

Gift: _____

NOTICE

Acceptance of gifts by the Art Committee of the Albany County Public Library is subject to the following conditions:

- 1. Because of limited wall and exhibition space, the library cannot promise the permanent exhibition of any object.
- 2. The objects accepted become the permanent property of the Albany County Public Library.

Gifts to the Albany County Public Library may be deductible from gross taxable income in accordance with the provisions of the federal income tax laws.

Evaluation by a competent appraiser for income tax purposes is the responsibility of the donor. The legal name is the Albany County Public Library.

COPYRIGHT INFORMATION
(Please check appropriate statement)

ITEM ACQUIRED BY DONOR (or Vendor) AFTER JANUARY 1, 1978:

- _1. Donor (or Vendor) did not acquire copyright (it was not specifically assigned).
- _2. Donor (or Seller) retains copyright.
- _3. Donor (or Seller) assigns copyright to the Albany County Public Library:
I hereby assign copyright for the object(s) described in the Gift Agreement to the Albany County Public Library _____
(Signed, Donor or Vendor)

APPENDIX G: GIFT AGREEMENT

Approved by the Albany County Public Library Board of Directors 1-23-2007

THE FOLLOWING HAS BEEN DONATED BY ME AS AN ABSOLUTE GIFT TO

THE ALBANY COUNTY PUBLIC LIBRARY

310 South 8th Street

Laramie, Wyoming

82070

IN AGREEMENT WITH THE ATTACHED CONDITIONS

Object _____

Description _____

Signature of Donor _____ Date _____ Address _____ City _____ State

_____ Zip _____

Witness _____ Date _____ Address _____ City _____ State

_____ Zip _____

Please sign and return at your earliest convenience to the County Librarian, Albany County Public Library, 310 S. 8th St., Laramie WY 82070.

APPENDIX H: EXTENDED LOAN AGREEMENT

Approved by the Albany County Public Library Board of Directors January 23, 2007 Name

of Lender _____ Phone No. (____) _____

Address _____

I (we) agree to loan the following which is owned by me (us) to the Albany County Public Library:

ARTIST:

DATES:

BIRTHPLACE: TITLE

OF WORK:

MEDIUM:

DIMENSIONS:

IF WORK IS SIGNED OR DATED, INDICATE
FORM AND LOCATION:

CONDITION:

Period of loan: From _____ To _____

Signature of Lender

Date

For the Albany County Public Library

**APPENDIX I: CONDITIONS GOVERNING LOANS OF ORIGINAL ART TO THE ALBANY COUNTY
PUBLIC LIBRARY**

Approved by the Albany County Public Library Board of Directors 1-23-2007

- _____1. For the period of the loan, the items may be displayed, stored or otherwise used by the Albany County Public Library at its discretion, subject, however, to its exercising the same care and discretion in such display, use and storage as is customary in dealing with similar items owned by or on loan to the library.

- _____2. The work shall remain in the possession of the Albany County Public Library. The work will be returned only to the owner or lender at the address stated on the loan form unless the library is notified in writing to the contrary. If the legal ownership of the work shall change during the pendency of this loan, whether by reason of death, sale, insolvency, gift or otherwise, the new owner may, prior to its return, be required to establish his legal right to receive the work by proof satisfactory to the Albany County Public Library.

- _____3. The library is responsible for insurance coverage during the period of the loan, unless the lender chooses to maintain his own insurance.

- _____4. The lender agrees that, in the event of loss or damage of the loaned item while on location at the library, recovery shall be limited to such amount, if any, as may be paid by the insurer, hereby releasing the library, the trustees, and employees of the library from liability for any and all claims arising out of such loss or damage.

- _____5. If the lender chooses to maintain his own insurance, the Albany County Public Library must be supplied with a certificate of insurance naming the library as an additional assured or waiving subrogation against the library. If the lender shall fail to supply the library with such a certificate, this loan agreement shall constitute a release of the library from any liability in connection with the work. The library cannot accept responsibility for any error or deficiency in information furnished to the lender's insurer or for any lapses in coverage.

- _____6. It is understood that the library will not clean, restore, or otherwise alter the work without the consent of the lender.

- _____7. The library may photograph or similarly reproduce in any media the items described on this receipt for record, education or publicity purposes.

- _____8. It is further agreed that the collection will, while on display, be identified as the property of the lender if the lender so desires. If the lender wishes to remain anonymous, please indicate by initialing here.

- _____9. The library's right to return the work shall accrue absolutely at the termination of the loan.
If the library, after making all reasonable efforts and through no fault of its own, shall be unable to return the work within sixty days after such termination, then, the library shall have the absolute right to place the work in storage, to charge regular storage fees and the cost of insurance therefore, and to have and enforce a lien for such fees and cost. If after five years, the work shall not have been reclaimed, then, and in consideration for its storage, insurance, and safeguarding during such period, the work shall be deemed an unrestricted gift to the library.

Checked sections pertain in this agreement and must be initialed by the County Librarian. I agree to

the terms contained in this document and place a gross appraisal of _____ on the artwork.

_____	Signature of the lender	Date	For
the Albany County Public Library	Date		