



**EAGLE VALLEY  
LIBRARY DISTRICT**

# **Eagle Valley Library District**

## **Policy Manual**

**Approved and Adopted**

**By**

**The Board of Trustees**

**17 July 2008**

2016 Revisions Included

# Table of Contents

Vision, Mission Statement & Statement of Welcome	1
Collection Development Policy	2
Introduction	2
Library Materials Selection Philosophy	2
Authority and Responsibility for Materials Selection	3
General Principles of Selection	3
Standards for Acquisition of Individual Items	4
Weeding	4
Gifts and Memorials	5
Library Collection Enhancement/Shared Access/Interlibrary Loan	5
Reconsideration Procedures	6
Request for Reconsideration Form	7
Programming Policy	9
Definition	9
Goals	
Local History Department Policy	10
Internet Use Policy	11
Responsibilities of the Eagle Valley Library District as a Provider of Internet Access	12
Responsibilities of Users of the Eagle Valley Library District's Internet Resources	13
Fees and Fines Policy	14
Flyer and Brochure Policy	15
Meeting Room Use Policy	16
Art Display Policy	17
Art Display Release and Waiver of Liability form	18
Volunteer Policy	19
Patron Responsibilities and Conduct Policy	20
Unattended Children	21
Children's/Young Adult Services Collection Development Policy	22
Children's Services Policy	23
Teen Services Policy	24
Group Visits Policy	25

Privacy Policy	26
Purchasing Policy	27
Special Service Contracts	32
Lending Policy	35
Social Media Policy	36
Reserve Funds Policy	37

## **VISION**

We Believe in an Inspired, Informed and Inclusive  
Community

## **MISSION STATEMENT**

Eagle Valley Library District is a system of libraries that responds to community needs by providing excellent opportunities and resources to read, learn and grow for residents and visitors of the Eagle Valley.

## **STATEMENT OF WELCOME**

The Eagle Valley Library District trustees and staff welcome you to visit and to take advantage of the resources and services we offer. In fulfillment of the District's mission, we are committed to supporting the needs of our patrons through our libraries, public services, collections, and technological resources.

# **COLLECTION DEVELOPMENT POLICY**

## **Introduction**

Eagle Valley Library District is a system of libraries that responds to community needs by providing excellent opportunities and resources to read, learn and grow for residents and visitors of the Eagle Valley.

EVLD believes it is vitally important that every person has free and ready access to the world of ideas, information, and creative experience in an environment promoting intellectual freedom. The Library subscribes to the Library Bill of Rights, Freedom to Read Statement, Free Access to Minors Statement and Freedom to View Statement. These documents have been approved by the American Library Association and are appended to this policy manual.

## **Library Materials Selection Philosophy**

The term, “library materials,” includes, but is not limited to, books and other printed materials, electronic resources, periodicals, audiovisual materials, maps, art prints, photographs, and digital materials.

EVLD selects, makes available, and promotes the use of library materials, in a variety of formats, which:

1. meet the information and recreation needs of District patrons;
2. support formal and informal study;
3. reflect a variety of opinions on a subject;
4. support business, cultural, recreational, and civic activities in the community;
5. stimulate self-understanding and growth;
6. enhance job-related knowledge and skills; and
7. increase knowledge of and participation in the affairs of the community, the country, and the world.

The Eagle Valley Library District, through its local and Colorado history collection, preserves literature, textual material, audiovisual material, newspapers, photographs, and other relevant materials which document the history of Eagle County and provide a record of current and past events in Eagle County. For more information see “Local History Department Policy.”

### **Responsibility for Materials Selection**

“Materials selection” refers to the decision to add material to the collection or to retain materials already in the collection.

Final responsibility for materials selection rests with the District Director, under whose direction the professional staff, qualified for this activity by reason of education, training, and experience, makes selection choices.

Suggestions from the library staff and the public are welcome and are given serious consideration within the general parameters of the Collection Development Policy.

### **General Principles of Materials Selection**

Books and other library resources will be provided for the interest, information, and enlightenment of all people of the community.

Materials are evaluated as a whole and not on the basis of a particular passage or passages.

Materials will not be excluded because of the origin, background, or views of those contributing to their creation.

Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Materials and information provided will present the various general points of view on current and historical issues.

The Eagle Valley Library District attempts to provide current materials on a wide range of subjects.

### **Standards for Acquisition of Individual Items**

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria to be judged acceptable. Each library acquisition will be measured with respect to:

1. present and potential relevance to community needs;
2. suitability of subject, style, and reading level for the intended audience;
3. permanent value or importance as an historical document;
4. appropriateness and effectiveness of medium to content;
5. reputation and/or significance of author, publisher, or producer;

6. demand or anticipated demand for the material;
7. contemporary significance, i.e., attention of critics, reviewers, and the public;
8. relationship to existing materials in the collection on the same subject;
9. date of publication or currency of item;
10. price;
11. clarity, accuracy, and logic of presentation; design; illustration quality; comprehensiveness; indexing; ease of use; and
12. physical quality of publication, i.e., paper, binding, etc. for books; audio and/or visual quality for audio visual materials.

Sources used for selection of adult materials include, but are not limited to, standard library journals such as Library Journal, Booklist, Kirkus Review, and RUSA Quarterly; popular magazines, trade journals, newspapers, publisher's catalogs, vendors, and input from staff and community members.

### **Weeding**

Weeding is the continuous evaluation of the library collection by the professional library staff. This process is an integral part of collection development and maintenance. Several factors may be involved in the decision to withdraw a book, or other material. These may include physical condition, number of copies in the collection, age or obsolescence, little use, value to the collection, or a combination of one or more of above factors.

Material will not be removed solely as a result of pressure or demand. See attached "Reconsideration Procedures."

### **Gifts and Memorials**

Donations of books or other library materials, or donations of money for the purchase of library materials, are generally welcomed. The District accepts gift materials with the understanding that those meeting the collection criteria and current needs will be retained and other items disposed of in whatever manner the library deems fit. The District does not accept magazines, textbooks or items in poor condition.

Suggestions of specific titles or subjects are welcomed when memorial donations are given, but the final decision, based on the library collection, rests with the District.

The District reserves the right to integrate gifts or entire gift collections into the general

collection, as they cannot be given special housing.

The District does not appraise gifts or provide evaluations of gifts for tax purposes, but will acknowledge receipt of gifts in writing if requested by the donor.

### **Library Collection Enhancement/Shared Access/Interlibrary Loan**

The Board of Trustees of the Eagle Valley Library District recognizes the value of interlibrary loans and reciprocal borrowing because no library can provide a comprehensive collection. Resources from other public libraries are available to Eagle Valley Library District residents, and the public library materials in Eagle Valley Library District are available to residents outside the District. Some EVLD materials such as high demand items, reference or rare materials may not be shared with other libraries.

- A. Eagle Valley Library District shall participate in those resource sharing networks that best serve the interests of Eagle Valley Library District users.
- B. Library materials unavailable at Eagle Valley Library District but which are available through cooperative library networks may be borrowed upon the request of the user.

Approved by the Eagle Valley Library District Board of Trustees July 17, 2014.

## **Reconsideration Procedures**

User selection of library materials is an individual matter.

Responsibility for a child's reading selections rests with the parent or guardian.

Eagle Valley Library District supports intellectual freedom and endorses the following intellectual freedom statements (attached):

Library Bill of Rights (American Library Association)

Freedom to Read (American Library Association)

Freedom to View (Educational Film Library Association)

Citizens requesting reconsideration of library material should complete the "Request for Reconsideration of Library Materials" form. This form is available at all branches of the District or may be obtained through the Director's Office.

The "Request for Reconsideration" should be submitted to the Library Director.

The Director will ask two professional librarians to evaluate the material in light of the patron's request, using published reviews and the above criteria. Evaluators will submit their written recommendations to the Director, who will make a written decision concerning the material. The process will result in maintaining the current status, a change in location or reading level, or removal.

The Director will notify the patron of the decision within 60 days. If the individual is not satisfied with the action taken, he/she may appeal to the Eagle Valley Library District Board of Trustees, who will then take appropriate action.

Adopted 11/21/13

Attached is a copy of the *Reconsideration Form*.

**EAGLE VALLEY LIBRARY DISTRICT  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Thank you for your expression of concern regarding an item in the collection.

The Library has a responsibility to try to serve as many needs and interests as possible. Librarians choose books and materials on the basis of quality, usefulness, or recreational value. Some things in the Eagle Valley Library District's collection may be offensive to some but not others.

The library does not bar any persons from some parts of the collection on the basis of his/her age, sex, viewpoint, or any other factor. Since we cannot forbid some people to use some materials and since different people have different literary tastes and informational needs, it may be that someone will eventually be offended by something in the library.

The library encourages children and young people to use the collection but does not have the legal right to act in loco parentis (in place of the parent). Parents are encouraged to accompany their children and assist them with selecting materials.

The federal courts and the professional library associations support the interpretation of the First Amendment to the Constitution, which provides to every citizen a broad scope of intellectual freedom. Neither the courts nor the professional associations support partisan censorship.

**Please provide the following information and return to Director, Eagle Valley Library District, Box 240, Eagle, CO 81631 or leave it at the Circulation Desk of the Avon, Eagle, or Gypsum Library:**

TITLE OF ITEM OR MATERIAL QUESTIONED \_\_\_\_\_

TYPE OF MATERIAL:      BOOK\_\_\_\_\_ PERIODICAL\_\_\_\_\_ OTHER\_\_\_\_\_

AUTHOR\_\_\_\_\_ PUBLISHER\_\_\_\_\_

DATE OF PUBLICATION\_\_\_\_\_

REQUEST INITIATED BY (YOUR NAME) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY\_\_\_\_\_ STATE\_\_\_\_\_ ZIP\_\_\_\_\_ PHONE\_\_\_\_\_

E-MAIL ADDRESS\_\_\_\_\_

DO YOU REPRESENT? :

\_\_\_\_\_ Yourself

\_\_\_\_\_ An organization (name & address) \_\_\_\_\_

\_\_\_\_\_ Other group (name & address) \_\_\_\_\_

1. What do you find objectionable about this item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read/hear/view the entire work? \_\_\_\_\_ If “No,” what parts did you read/hear/view?

\_\_\_\_\_  
\_\_\_\_\_

3. What would you suggest the Eagle Valley Library do about this work, i.e., move it to another section, remove from collection, other? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. In its place, what work would you recommend?

5. Any other comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Eagle Valley Library District Director:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **PROGRAMMING POLICY**

### **Definition**

It is the policy of Eagle Valley Library District, as part of its vision of an inspired, informed and inclusive community, to provide programs.

Programming is defined as adult, children, teen, or family events presented by the staff or sponsored by the District. Programs may take place in library locations or at other locations. Programs may include but are not limited to speakers, panel discussions, performers, demonstrations, or contests (such as poetry or bookmarks) to spark interest in library resources and services.

### **Goals**

Programming shall be designed to increase public awareness of the range of educational, artistic, and cultural materials and ideas available through the library and to promote community engagement and lifelong learning.

Programs are effective vehicles for outreach allowing the library to forge partnerships with external groups. The library may co-sponsor programs with entities whose mission and goals are compatible. Co-sponsoring decisions are made on the basis of shared interest, responsibility and benefits. Staff may present or assist with programs at other locations

Though the library may host a program, this does not necessarily indicate that the library endorses the position promoted by the presenter. Final authority for all programming and staff participation in non-library sponsored events rests with the Director.

## **LOCAL HISTORY DEPARTMENT POLICY**

### **Mission**

The Eagle Valley Library District Local History Department acquires, preserves, and makes accessible materials relevant to the cultural and natural history of Eagle County, the Western Slope, and the State of Colorado. These materials are used for research, educational purposes and exhibition. The Professional Standards found in the Code of Ethics for Archivists, adopted by the Council of the Society of American Archivists, shall be maintained.

### **Collection Development Policy**

The Eagle Valley Library District will collect items that it is able to care for and use according to acceptable library and archival professional standards. Donations are evaluated for acceptance into the collection based on their ability to be integrated into existing collections by filling a gap or contextually adding meaning to items currently in EVLD holdings and their ability to be maintained in accordance with appropriate standards. The Local History Department's available space, time and cost also factor into these decisions. Accepted items must be adequately documented to be of use to library patrons or researchers. Donors must adequately demonstrate ownership or authority to donate items at the time of transfer.

Public access to items in the archival collection will be provided for examination, research or exhibition, subject to criteria established by the Local History Librarian.

Items may be subject to removal from the collection. Examples of such items are duplicate items, irrelevant or badly deteriorated items. Items may also be removed from the collection in order to improve the existing collection, make maximum use of available space, and best serve the public interest.

Adopted Sept. 1, 2016

## **INTERNET USE POLICY**

Eagle Valley Library District offers computer and Internet access to the public, free of charge, at all library locations. Anyone, regardless of age or residency, can use a library computer. Each library is also equipped for wireless Internet access.

Internet access is filtered on all EVLD public computers to block access to obscene and sexually explicit materials. Patrons can ask to have the filter lifted temporarily and the Library District does not assume any responsibility for the accuracy of its Internet filters.

As with all library materials, the Library District affirms the right and responsibility of parents/guardians, not library staff, to determine and monitor their child's (under 17 years old) use of the Internet. Library District staff will work in partnership with parents/guardians to help guide children in the safe use of the Internet. Parents are urged to continually participate in their child's learning process by helping them make good choices in selecting appropriate materials and websites.

Adopted 1/28/16

**Responsibilities of the Eagle Valley Library District  
as a Provider of Internet Access**

Library District staff is available to provide basic instruction to help patrons access Internet resources.

In keeping with existing library policies, the Eagle Library District will protect patron rights to privacy and confidentiality. The District strives to keep any communications on its computer network confidential. In general electronic mail is not secure and networks are sometimes susceptible to unauthorized access.

As part of normal system maintenance, network administrators do have the ability to monitor system activity, but the Eagle Valley Library District does not reveal information about a patron's use of its computer resources unless compelled to do so by a court order.

Adopted 1/28/16

**Responsibilities of Users of the  
Eagle Valley Library District's Internet Resources**

All patrons are expected to use the Library's Internet resources in a legal and ethical manner. Inappropriate use includes, but is not limited to:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to the library or external networks;
- Attempting unauthorized entry into the Library's network or to any other computer system;
- Accessing or attempting to access obscene material, child pornography and, in the case of minors, material harmful to minors;
- Libeling, slandering or otherwise harassing others;
- Distributing unsolicited advertising or propagating computer viruses; and
- Violating copyright, software license agreements or communications laws.

Users of the District's Internet resources are expected to use the Library's Internet resources in a legal and ethical manner and must comply with all applicable laws. Misuse of the computer or Internet access may result in the loss of the patron's computer or library privileges. Individuals using the District's computer resources for illegal purposes may also be subject to prosecution.

The District asks that all of its library users remain sensitive to the fact that they are working in a public space shared by people of all ages, with a variety of information interests and needs.

Adopted 1/28/16

## **FEES & FINES POLICY**

### **FEES**

The services provided by the Eagle Valley Library District are generally free to the public, however there are exceptions in that there are some fees imposed in order to defray costs. For example, fees are charged for printing, photocopying and replacement cards.

### **FINES**

To ensure the proper accountability for library materials as well as to encourage their prompt return, fines are imposed for overdue materials. When materials are overdue, the District attempts to contact the patron. The library is under no obligation to notify patrons of overdue materials. It is the patron's responsibility to keep track of when materials are due and return them on time.

The individual patron, under whose name materials are checked out, is ultimately responsible for the care and on time return of materials. Parents or legal guardians are responsible for the care and on time return of the materials checked out by minors in their care.

When materials have been lost by a patron, the patron must pay a processing/reordering fee as well as for the materials. The District may suspend or terminate a patron's library privileges if fines are unpaid. If the materials are still not returned or fees paid, the District may refer the matter to a collection agency and impose an additional collection fee.

Updated and approved March 24, 2016

## **FLYER AND BROCHURE POLICY**

The Eagle Valley Library District displays its own flyers to acquaint the public with upcoming programs and to highlight certain materials in library collections.

On a space available basis, the libraries will display items that acquaint the public with educational and cultural programs for schools, nonprofit and nonpartisan organizations. The branch manager or the branch manager's designee must approve these items for display.

The libraries will not post flyers to promote businesses or activities promoting personal gain.

## **MEETING ROOM USE POLICY**

In keeping with its mission, the Eagle Valley Library District offers use of its meeting rooms for local community nonprofit groups holding meetings or programs. Use of the District's meeting rooms does not constitute endorsement by the District, its staff, or its trustees of the viewpoints presented. Groups using the meeting rooms for programs not sponsored by the District may not publicize their events in any manner which suggests library sponsorship or affiliation.

Programs sponsored by the District are given scheduling priority. Preference is also given to groups whose meetings are free and open to the public. Programs will be cancelled if the library is closed. Regularly scheduled recurring meetings are discouraged in order to insure equitable access to the facilities for the entire community. The use of alcoholic beverages is prohibited unless special permission is granted.

The Director will establish administrative procedures for the implementation of this policy. Exceptions to this policy may be made at the discretion of the library director. The director shall report such exceptions to the board of trustees at their regularly scheduled meetings.

Adopted Sept. 25, 2014

## **ART DISPLAY POLICY**

Eagle Valley Library District Libraries offer exhibit space for local and regional artists to display their original works of art. The purpose of the art exhibits is to enrich the library experience for patrons and to provide a venue for artists ranging from amateur to professional to temporarily display their creations to the public.

Artists must select for display pieces of their work that are suitable for viewing by all ages. Standards for exhibits are stricter than standards for library books and other documents because display items are seen by everyone. In presenting displays, the library does not imply endorsement of the opinions or viewpoints of the artist or exhibitor. EVLD reserves the right to reject any display or item.

Artists displaying in the District's buildings must sign a waiver and release acknowledging that the District does not insure their work and that the artists will hold harmless the District, its Board of Trustees and its employees for any liability, claim or loss arising out of or in connection with the display of the artwork. On occasion, exhibits/displays already scheduled may be suspended for EVLD exhibits and promotions. The Eagle Valley Library District reserves the right to discontinue exhibit/display services at any time.

Adopted 1/28/16

## **Eagle Valley Library District**

### **Release and Waiver of Liability**

I wish to have my artwork displayed in the Eagle Valley Library District's ("District") meeting room and have provided my artwork to the District for that purpose. I understand and agree that the work will be displayed to the public.

I understand that I am responsible for both the set up and removal of my artwork.

I understand and agree that the District is not responsible for the protection of my artwork from theft or damage nor is the District responsible for any insurance of my artwork.

I hereby release, discharge, and agree to hold harmless the District and its employees for any liability, claim, or loss arising out of or in connection with the display of my artwork.

I understand and agree that this Release and Waiver of Liability ("Release") is intended to be as broad and inclusive as permitted by law, and that it shall be governed by and interpreted in accordance with the laws of the State of Colorado. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release.

---

Artist's Signature

---

Date

## **VOLUNTEER POLICY**

The Eagle Valley Library District welcomes the use of volunteers to enhance library service to the public. Volunteer service supplements but does not replace the efforts of paid library staff in meeting demands for quality public service. Utilizing volunteers serves as a method for encouraging citizens to become familiar with their library and the services that it offers and share this information in the community.

Volunteers must be at least 15 years old. Volunteers serve without compensation or expectation of compensation and shall perform tasks only at the direction of and under the supervision of paid library staff. Volunteers are selected based on their qualifications and the needs of the District at any given time. The District accepts the service of volunteers with the understanding that such service is at the sole discretion of the District. Volunteers must sign a release and indemnification form prior to performing any service for the District. The Library District may perform a background check on Volunteers.

Adopted 1/22/15

## **PATRON RESPONSIBILITIES AND CONDUCT POLICY**

The District wishes to foster a climate of respect, comfort, safety and welcome for all District patrons and staff. In order to do so, the District requires that patrons observe the following rules of conduct:

- Shirts and shoes must be worn at all times in the library.
- Hygiene such that the use of the library facilities by others is not inhibited is required.
- Alcoholic beverages may not be consumed in library buildings or on the grounds of library buildings except as authorized at meetings and events.
- Smoking is prohibited in library buildings.
- Food and uncovered beverages may not be brought into the libraries except as authorized at meetings and events.
- Bicycles, roller skates, skateboards, skis, snowboards and ski boots may not be brought into library buildings.
- Animals may not be brought into library buildings and may not be tethered at entranceways except for service or therapy dogs or animals involved in library programs
- All campaigning, petitioning, interviewing, survey-taking, soliciting or sales is prohibited. The Director may make an exception to this rule, when such activity is to be undertaken for purposes of benefit to the District or a District library.
- The disturbance of the peace of the library through the use of photography, film or television equipment is prohibited. The Library Manager may grant permission for the use of such equipment.
- Library users are not permitted in library offices and other non-public areas, unless invited by and accompanied by a library staff member or through prior arrangement with the Library Manager or his/her designee.
- Disruptive or unsafe behavior is not permitted. Examples include but are not limited to loud talking, loud audio equipment, use of profanity, running, throwing things, hitting, pushing or shoving.

Violations of these rules of conduct may result in the loss of library privileges. The library Manager may suspend some or all library privileges, including the privilege to be in library buildings, for violation of any of these rules. The Director may terminate a patron's library privileges for further or repeated violation of these rules. A patron may appeal termination of library privileges to the Library Board of Trustees.

Notwithstanding the foregoing provisions, any person, without prior notice or warning, may be immediately removed from a District library if his/her presence or conduct on the premises poses a danger to any person or property on such premises.

Updated and approved July 23, 2015

## **UNATTENDED CHILDREN**

Visits by young children to the libraries of the Eagle Valley Library District, and particularly to the Children's Departments, are encouraged. This policy seeks to provide guidelines for staff members to follow when they encounter children left alone in the library. It is not the library's intention to seek out unattended children but rather to have a reasonable response prepared as problems present themselves. Of utmost concern is the safety and well-being of such children.

Library staff is not responsible for the supervision of children left unattended. Staff members that find an unattended child frightened or crying in the building will try to identify and contact the child's parent or attending adult. Disruptive children will be required to leave after receiving a warning. Staff will contact a parent or legal guardian. If library staff cannot find or reach an attending adult, parent or guardian, they will call the police.

If the library is closing and a child has not been picked-up by their parent or guardian, the staff member in charge of the building will call the police to report a child left unattended and request custodial care. Two staff members will remain with the child inside the library until a parent, guardian, or the police arrive. Under no circumstances will library staff transport or take the child away from the library building.

Adopted July 23, 2015

## **CHILDREN'S SERVICES COLLECTION DEVELOPMENT POLICY**

The collections provide materials for children that inspire intellectual curiosity and encourage a love of books and reading. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Eagle Valley Library District does not intrude on that relationship.

The selection of materials for the collection is based upon the following criteria:

- Suitability for meeting the needs of the children in the community and appeal to the interests of the community.
- Artistic excellence/literary merit/technical quality/quality of presentation
- Reputation and/or significance of the author generally
- Accuracy, authority and currency on the subject
- Reviews by professional journals
- Avoidance of stereotypical representations of people
- Popular demand and current trends
- Relation to existing collections and other material on the subject
- Skill, competence and purpose of author
- Budgetary and space considerations
- Suitability of physical form for library use

### **Weeding**

Weeding is the continuous evaluation of the library collection by the professional library staff. This process is an integral part of collection development and maintenance. Several factors may be involved in the decision to withdraw a book or other material. These may include physical condition, number of copies in the collection, age or obsolescence, little use, value to the collection, or a combination of one or more of above factors.

Material will not be removed solely as a result of pressure or demand.

Adopted Sept. 1, 2016

## **CHILDREN'S SERVICES POLICY**

The Eagle Valley Library District supports a children's collection and programming. Children have the same services as adult users. Parents and guardians may restrict their children, and only their children, from access to library materials and services. The District does not restrict items checked out or viewed by any patron, except by quantity. The District strives to build and maintain a quality children's collection.

Updated and approved March 24, 2016

## **TEEN SERVICES POLICY**

The Eagle Valley Library District supports a teen collection and programming for students going into grades 6 to 12. The teen area is a dedicated space designed and intended exclusively for patrons in grades 6 to 12. The purpose of the space is to provide a safe, supportive and positive environment for these patrons. Adults and children are welcome to access circulating materials available in the teen area. Adults actively engaged in helping a teen may remain in the teen space. The District strives to build and maintain the teen collection and plan and manage library programs for teen library users. The Teen Librarian will decide on the nature and frequency of programs for this audience.

Adopted 11/17/15

## **GROUP VISITS POLICY**

The Eagle Valley Library District welcomes group visits (i.e. school classes, day camps, scout troops, adult clubs, etc.) The intent of this policy is to provide the best possible library experience for the many groups that visit.

- In order to ensure a quality library experience for every patron the library requires the teacher or group coordinator to call to make an appointment no later than one week prior to the visit.
- If library patrons in the group wish to check out library materials, they need to bring their library cards.
- The teacher or person responsible for the group participates in assisting the group members with research, as well as in keeping the group under control and practicing behavior appropriate to the library setting.
- Groups must be accompanied by an appropriate number of group leaders who stay with the group throughout their visit to the library.
- Visits by young children are encouraged. The library recommends at least one adult group leader for every five children.

Members of the library staff are available to provide research assistance, special programming, etc., if the agreement is made at the time of the group appointment.

Adopted 5/28/15

## **PRIVACY POLICY**

The Eagle Valley Library District is committed to maintaining the privacy of its patrons. Colorado state law prohibits the District from disclosing any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library. Pursuant to the law the library may only disclose patron records in the following instances: when necessary for the reasonable operation of the library; upon written consent of the user, pursuant to subpoena, upon court order, or where otherwise required by law; and to a custodian parent who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor. (C.R.S. 24-90-119) Requests made by subpoena or court order must be referred to the Library Director or designee. The Library Director or designee may then consult legal counsel. Additionally, the District is obligated to comply with the information disclosure requirements of the USA Patriot Act.

Adopted 9/19/13

## **PURCHASING POLICY**

This policy sets forth the requirements and restrictions that govern purchases of goods and services for the Eagle Valley Library District. The intent of this policy is to maximize the use of the District's funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the District's needs for goods and services. This policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for purchasing staff to function effectively in the public's interest. It is the goal of the Eagle Valley Library District to extend honest, courteous and impartial treatment to all Vendors.

Purchases of goods and services for the District shall be subject to the requirements and restrictions in this policy.

### **EXCLUSIONS**

This policy does not apply to the following:

- Real property;
- Insurance;
- Dues and memberships in trade or professional organizations;
- Subscriptions for periodicals;
- Advertisements;
- Postage
- Petty cash purchases;
- Utility services;
- Copyrighted materials, patented material, art and artistic services;
- Employee benefits;
- Library materials;
- Legal Services;
- Fees and costs of job-related travel, seminars, registrations and training; and
- Procurement, transfer, sale or exchange of goods or services between the District and other governmental entities or nonprofit organizations.

### **Responsibilities**

The Eagle Valley Library District uses centralized purchasing to ensure competitive buying, sound vendor relationships, and adherence to the purchasing policies adopted by the Board of Trustees. In general, purchasing responsibilities are as follows: The Board of Trustees is responsible for the approval and/or revision of this policy. The Director has the delegated authority to approve or disapprove purchases according to the guidelines stated herein, and to create procedures for efficient execution of this policy. The Library Director or designee is responsible for obtaining bids and quotations, developing vendor information, handling all procedural purchasing functions within a comprehensive centralized purchasing format, and maintaining an inventory of all fixed assets. Before entering into any contract for services with the Eagle Valley Library District, all contractors complete the Contractor's Certification of Compliance.

**Bids and Quotations**

SINGLE ITEM PURCHASES	Single items ordered and purchased individually. (Example – one computer, one copy machine, one book return, etc.
\$0 - \$3000	Multiple quotations are not required. Authorized through the purchase order system if over \$1000.
\$3,000.01 - \$10,000	Three or more written, catalog or telephone quotations required. Authorized by Director or designee and through purchase order system.
AGGREGATE SINGLE ITEM PURCHASES	Single, identical items ordered and purchased in lots or groups. (Example: 20 printers, 50 chairs, 4 desks, etc.) EXCLUDED: The purchase of materials (i.e., Books, CD's, DVD's, etc.) Major materials vendors are chosen through a formal proposal process, which may be initiated by staff when service and pricing become unsatisfactory.
\$0 - \$3000	Multiple quotations are not required. Authorized through the purchase order system if over \$1000.
\$3000.01 - \$10,000	Three or more written catalog or telephone quotations required. Authorized by Director or designee and through the purchase order system.
FOR ALL \$10,000+ PURCHASES	
\$10,000.01 - \$25,000	Three or more written quotations or proposals required. Authorized by Director or designee and through the purchase order system.
\$25,000.01 - \$100,000	Three or more written quotations or proposals required. Approval by Board of Trustees. [Director approval can be granted in lieu of Board of Trustees approval if a specific expenditure has been approved through the formal budget process.]
\$100,000.01 or more	Formal bid, RFP or proposal process required. Approval by the Board of Trustees. [Director approval can be granted in lieu of Board of Trustees approval if a specific expenditure has been approved through the formal budget process.] [The Board of Trustees, by resolution, may waive the requirement of formal bids over \$100,000 on a case by case basis.]

NOTE: The number of bids or quotations to be obtained is subject to the other provisions of this policy. If other provisions of this policy do not apply, and it is not possible or reasonable to obtain the required number of bids or quotations, the reason is included in the documentation.

### **Evaluation of Bids, Quotations and Proposals**

A purchase order is awarded to the most acceptable and responsible bidder, judged in terms of overall suitability, e.g. quality, delivery, terms, service, and life expectancy -- in addition to price and discount. Selection of specific products that have rated high in product performance evaluations may be justified as best buys for the District. The Library Director reserves the right to reject any or all bids and to accept the bid that appears to be in the best interests of the District. All bids are a matter of public record.

### **EXCEPTIONS TO PURCHASES BASED ON BIDS AND QUOTATIONS**

#### **State Purchase Program**

The Eagle Valley Library District is eligible to purchase various commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the state are acceptable as satisfying bid and quotation requirements of the District.

#### **Cooperative Purchasing**

The District may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of the District.

#### **Sole Source Purchases**

A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the District's best interests. Purchases may then be made on the basis of prices established by negotiation. The District may purchase from a sole source supplier under the following circumstances:

- Product or service is available from only one source.
- Product or service is wanted for experimental trial or testing.
- Product is purchased for resale.
- Additional products and services are needed to complete an ongoing task, or to supplement an existing system.
- Product or service is purchased from, or a sale is made to, another unit of government.
- Item is a component or replacement part for which there is no commercially available substitute and which can be purchased only from the manufacturer or distributor.
- Compatibility is the overriding consideration for purchasing that specific item

- or service, or the purchase matches an existing product or service.
- Technical support agreements.
  - The District has a compelling and valid interest in selecting a particular vendor.
  - The vendor is uniquely qualified to provide the product or service.
  - The justification for any sole-source purchase in excess of \$10,000 shall be documented in writing and approved by the Library Director or designee.

### **Emergency Purchases**

An emergency purchase can only be made outside of normal purchasing hours. Management staff may purchase materials, supplies, etc. from a vendor without a purchase order under "emergency" conditions as outlined below:

- An emergency is any condition that will adversely affect the welfare of the District, or may endanger lives or property should the necessary materials, supplies, or services not be secured immediately.
- A Purchase Order is initiated at the start of the next business day accompanied by any invoices supporting the purchase.

### **Professional/Personal Services**

Agreements for professional or personal services, including but not limited to architectural, engineering, legal and consulting services, are negotiated on the basis of demonstrated competence and qualifications at fees not in excess of market rates. A secondary service provider may be selected on the advice of a primary service provider, e.g. the Board attorney may recommend bond counsel; the financial advisor may recommend an appraiser. An agreement for performance of services may be extended to include a wider or expanded scope of services if the extension is within two years of the initial agreement; the fee does not exceed market rates; and the process is not in violation of any Colorado law or Constitutional regulation.

## **OTHER**

### **Selection of Vendor**

The Library District will make selection based on the best value, selection and service. Review of all Library District vendors is done regularly to ensure the best value and versatility to our patrons and citizens.

### **Contract Review**

All contract renewals with increases in excess of 15% from one period to the next go out for bid in accordance with the District's Purchasing policies.

All contracts with open price arrangements are subject to bid annually.

All contracts are reviewed annually to determine whether market conditions or other factors may allow for more favorable contracts.

### **Standardization**

All materials, supplies and equipment are standardized as much as possible for better prices through centralization, quantity purchases of fewer varieties of materials, and an increased proficiency in evaluating product and vendor performance.

### **Local Vendor Preference**

Independent vendors located in Eagle County may be given a 5% price allowance in order to encourage local purchasing. When selecting an independent vendor over a national or regional vendor, all other criteria are met in terms of quality, availability, service, etc.

### **Code of Ethics**

No employee of the District, member of the employee's immediate family (including members of civil unions) or firm owned by same, is allowed to sell to the District goods or services of any kind without the prior written consent of the Board of Trustees for expenditure of over \$1000.01 per item/incident. Goods or services costing \$1000.00 per item/incident or less can be approved by the Director or designee.

No member of the Board of Trustees, or member of the Board of Trustees' immediate family, or firm owned by same, is allowed to sell to the District goods or services of any kind, at any cost, without the prior written consent of the Board of Trustees. Members of the Board of Trustees follow all rules of conduct as outlined in C.R.S.(Colorado Revised Statutes) Title 24; Article 18.

[Excerpt: Subsection C.R.S. 24-18-108.5.: "Rules of conduct for members of boards and commissions. (1) Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached his fiduciary duty. (2) A member of a board, commission, council or committee who receives no compensation other than a per diem allowance or necessary and reasonable expenses shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial financial interest. "]

No employee or trustee of the District accepts a fee, gift, or other valuable item or service for personal use from any person or group of persons when such gift or other valuable item or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with the Eagle Valley Library District.

Adopted March 20, 2014.

## **SPECIAL SERVICE CONTRACTS**

As part of the budget process, the Eagle Valley Library District Board of Trustees appropriates funds to contract with organizations offering services consistent with the needs and goals of the Eagle Valley Library District. Depending upon the type of service category, payment terms may take the form of cash payment and/or offset fees or rent relating to Library District property in exchange for value-in-kind services. The use of the public service contracts will typically be for specific services rendered in an amount consistent with the current fair market value of said services.

### **A. Public Service Fund Distribution Criteria**

In order to be eligible for a public service contract, organizations must meet the following criteria:

1. Criterion 1: Accountability and Sustainability of Organization - The organization must have the following:

- Quantifiable goals and objectives.
- Non-discrimination in providing programs or services.
- Cooperation with existing related programs and community service.
- Federally recognized not-for-profit status.

2. Criterion 2: Program Need and Specific Library District Benefit - The organization must have the following:

- A clear demonstration of public benefit and provision of direct services to Eagle Valley Library District Residents.
- A demonstrated need for the program or activity.
- Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.

3. Criterion 3: Fiscal Stability and Other Financial Support - The organization must have the following:

- A clear description of how public funds will be used and accounted for
- Other funding sources that can be used to leverage resources
- A sound financial plan that demonstrates managerial and fiscal competence.
- A history of performing in a financially competent manner.

4. Criterion 4: Fair Market Value of the Services - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the District unless outweighed by demonstrated intangible benefits.

### **B. Total Public Service Fund Appropriations**

The District may appropriate up to 1 percent of EVLD's total budget for public service contracts for the Special Service Contract categories described below. In addition, the District appropriates specific dollar amounts for Literacy.

### C. Fund Categories and Percentage Allocations

For the purpose of distributing Public Service Funds, public service contracts are placed into the following categories:

#### 1. Special Service Contracts

- History/Heritage
- Homework help

#### 2. Literacy

A percentage of the total budget (which shall not exceed 1 percent) is allocated for contracts in the Special Service Contract by the Board of Trustees. A specific dollar amount is allocated to Literacy.

The category percentage allocation does not vary from year-to-year. However, as the District's budget fluctuates (up or down) due to economic conditions, the dollar amounts applied to each category may fluctuate proportionally. Unspent fund balances at the end of a year will not be carried forward to future years. It is the intent of the Board of Trustees to appropriate funds for specific ongoing community library-related services and not fund one-time projects or programs.

### D. Special Service Contracts

A portion of the budget will be designated for service contracts relating to services that coincide with the Library District's mission. Special services that fall into this category would include, but not be limited to History/Heritage and Homework Help.

Service providers are eligible to apply for a special service contract every budget year. The District reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the Library District and its patrons or the contractual goals of the service contract.

Each special service provider will have a special service contract with a term of one year. Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining 20 percent to be distributed upon demonstration through measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the public service contract. The disbursement of all appropriations will be contingent upon EVLD Board approval. Special service providers will be required to submit current budgets and evidence of contract compliance (as determined by the contract) by September 30 of the contract year.

The District reserves the right to appoint a citizen's task force to assist in a competitive selection process.

All special service contract proposals must be consistent with the criteria listed in this policy. (Criteria 1-4)

History/Heritage Contracts: In addition to the above listed criteria, proposals for programming must meet the following requirements: (1) Provide a service to or enhancement of History/Heritage programs in the Eagle Valley; and (2) Constitute a benefit to Eagle Valley youth, community interests, and needs. History/Heritage funds must be used to benefit Eagle Valley area youth & adults districtwide. This may be accomplished through one service contract or by dividing the funds between several contracts.

Deadlines: All proposals for Special Service Contracts must be received no later than September 30.

#### Literacy

Each year, the Board of Trustees may appropriate a specific dollar amount relating the promotion of literacy. The Board of Trustees will appropriate the funding for these expenditures during the annual budget process.

#### Exceptions

Literacy funds will be appropriated through processes separate from the Special Service Contract process and when deemed necessary by the Board of Trustees or its designee.

All final decisions relating to public service funding are at the discretion of the Board of Trustees.

Nothing in this policy shall create a binding contract or obligation of the District. Individual service contracts may vary from contract to contract at the discretion of the Board of Trustees.

Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The Board of Trustees reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion.

Members of the Board of Trustees and Library Staff with the power to make recommendations regarding public service contracts are ineligible to apply for such public service contracts, including literacy funds. All submittals shall be public records.

Adopted July 17, 2014.

## **LENDING POLICY**

### **LIBRARY CARDS**

The District controls the use of its library content, equipment, services and facilities by issuing library cards as follows:

- One library card will be issued to any Colorado resident or property owner upon request. Picture identification and proof of residency is required when requesting a library card.
- A parent or guardian's signature is required for a card to be issued to a person under 14 years old. Persons over 14 years of age will be issued a library card upon completion of the library card application.
- Teachers employed by accredited schools within the library district service area may request a Teacher's Card. Teachers are responsible for lost or damaged items.
- Temporary library cards for a set period of time are available to visitors of the Eagle Valley Library District. Other restrictions may apply.
- Library card privileges may be revoked by the Library Director. Appeals to revocation may be made to the Library Board.

### **LIBRARY BORROWER RESPONSIBILITIES**

Each patron of the District shall be responsible for the safekeeping of their card and all items checked out.

Late return of District materials will result in the assessment of fines to the borrower. Materials lost or damaged will be replaced or repaired at the expense of the borrower. Excessive fines or other money due the library for late, damaged or lost materials must be remitted before a borrower's library card will be honored.

Any cost related to collection of fees may be passed on to the borrower. To ensure fair and equal access of materials to all patrons, the District may utilize the services of a collection agency as a last resort to cover outstanding fees. Patrons are issued sufficient notice prior to their record being submitted to any collection agency for further action. The Library Director serves as the arbitrator of disputes which may arise from this process, and makes every effort to address the individual circumstances of the patron, while striving to protect and preserve the availability of library content and assets of the District.

Fees for fines, repair, replacement or other assessments to be paid by the borrower are established by the Library Director and made available to all patrons. The Library District is not responsible for any damage caused by its materials, including damage to CD's, DVD's, game systems, or any electronic system (including hardware and software).

Adopted 11/20/14

## **SOCIAL MEDIA POLICY**

The primary purpose for the District's social media sites is to inform library users about library programs, events and materials and to encourage dialogue and the exchange of information between users and library staff about these programs, events and materials. The Eagle Valley Library District welcomes public comments on our social media networks. However, the library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints but a limited forum for discussing library programs, events and materials.

Individuals are fully responsible for the content of their comments. The District does not discriminate against any views but reserves the right to delete any posts or content that are violations of library rules. Posts that are against library rules and will be deleted before posting or removed by library staff include, but are not limited to, the following:

- Copyright violations
- Off topic comments or reviews
- Commercial material/spam
- Duplicated posts from the same individual
- Obscene posts
- Specific and imminent threats
- Libelous comments
- Personal attacks
- Hateful or racist comments
- Comments that suggest or encourage illegal activity
- Personal info including, but not limited to, email addresses, telephone numbers, mailing addresses, or ID numbers

Violations of any of the above may warrant at the District's discretion an indefinite blocking of a user from our page(s).

By choosing to comment on any social media website managed by the Eagle Valley Library District users agree to the rules above.

Adopted 1/22/15

## **RESERVE FUNDS**

### **PURPOSE:**

The purpose of the reserves policy is to establish and maintain reserves to meet the goals of the Eagle Valley Library District. The District's philosophy is to support fiscal sustainability as the first priority while also building funds for future needs. Adequate fund balance/net asset levels are crucial in long-term financial planning.

Reserve funds shall be identified as restricted, committed, assigned or unassigned reserves.

### **DEFINITIONS:**

Restricted reserves are amounts subject to externally enforceable legal restrictions and shall consist of:

- State-mandated reserves, such as TABOR reserve requirements
- Funds specifically mandated for debt service
- Future legal requirements which may be placed on the library district

Committed reserves are resources whose use is constrained by a limitation that a government imposes upon itself at its highest decision-making level. The decision to classify funds as committed reserves requires approval by the Board of Trustees. Examples of committed reserves include:

- Working capital reserves sufficient to fund expenditures for the first quarter of the fiscal year or until property taxes remitted by the county treasurer are sufficient to fund monthly operations.
- Funds for future major maintenance and improvements based on a detailed replacement schedule
- Other funds restricted by the Board of Trustees

Assigned reserves shall consist of any other monies in the general fund identified with a specific intended use.

Unassigned reserves are amounts that are not placed into any other reserve category listed above.

### **POLICY:**

Restricted, committed and assigned reserves shall be reserved and invested in accordance with the district's Investment Policy or as otherwise required.

Committed reserves that are set aside for a specific purpose can be used for other purposes once that need is realized, but only with a resolution of the Board of Trustees.

The allocation of actual reserves will be evaluated annually, and any proposed changes will be presented to the Board of Trustees for approval.

Adopted Sept. 24, 2015