

Lafayette Public Library Policies

[Art Acquisition](#)

[Child Safety](#)

[Collection Development](#)

[Cooperation with Other Libraries](#)

[Display Case](#)

[Free Materials](#)

[Gift Policies](#)

[Internet Policy](#)

[Local Groups](#)

[Meeting Rooms](#)

[Political Involvement of Board Members](#)

[Rules of Conduct](#)

[Solicitations](#)

[Staff Involvement with the Friends of the Library Foundation](#)

[Volunteers](#)

Lafayette Public Library Art Acquisition Policy

Any piece of fine art to be installed permanently in the Lafayette Public Library (in the building or on the premises) shall be purchased or acquired based on the following criteria:

All art must be the work of artists who meet acceptable professional standards.

All art must be original work hand-signed by the artist.

All art must have recognizable artistic merit and must be suitable for the area of display.

All art must be approved by the Library Board or representatives designated by the Board.

All monies contributed or accumulated for art shall be monitored by and dispersed upon approval of the Library Board.

All art acquired for the Library through private contributions shall belong to the Library and cannot be removed from the Library without the approval of the Library Board.

Reproduction rights of art installed in the Library must be secured from the Library Director.

Reproduction rights may be given, provided:

Use of the reproduction is not for a profit making venture. The Library, and the Friends of the Lafayette Public Library, have exclusive rights on the art for fund raising projects.

A full credit line includes the full name of the artist, the work of art, and the Lafayette Public Library, Lafayette, Colorado.

Lafayette Public Library Policy for Child Safety

Children are welcome in our library and we are concerned about their safety and welfare. Parents and caregivers, however, are responsible for monitoring the activities and behavior of their children while the children are in the library.

Children 7 years of age and under may not be left unattended in any area of the Library. A parent, guardian, or assigned chaperone must be within physical proximity at all times. Children 8 years of age and over are left alone at the discretion of a parent, and the parent must accept all responsibility for the decision.

If an unattended child is disruptive, left alone for long periods of time, or is at risk of coming to harm (e.g., being left behind at closing time), an effort will be made to locate the parent, guardian, or responsible caregiver. If necessary, appropriate law enforcement or child protection authorities will be notified.

Lafayette Public Library Collection Development Policy

Principles/Foundation of this Policy

The collection is intended to serve the wide spectrum of needs of the Lafayette community, and therefore contains a variety of materials to accommodate that spectrum. The collection may contain original, critical and unorthodox ideas, any of which may not appeal to the entire community, and therefore public opinion cannot be the sole guide for the selection of material. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the Library. The Library neither approves nor disapproves the views expressed in materials included in the collection. The Library cannot exclude all materials that could conceivably result in mental or physical injury to some individual, since theoretically any material could be harmful to someone if improperly used.

The Library upholds the principle of free and open use for all. Materials in the collection are arranged in a way to facilitate access to the information. They are not marked or identified to show approval or disapproval of contents. No restriction is placed on their use except for the purposes of protecting them from theft or injury. Responsibility for the reading, viewing and listening of children and young adults rests with their parents or legal guardians.

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.

The Library is opposed to the removal from its shelves, at the request of any individual or group, of materials which have been chosen according to the materials selection policy. In addition, the Library will oppose efforts on the part of an individual or group seeking to have materials added to the collection which are contrary to the selection policy.

Library patrons in good standing who are residents of Lafayette may question the presence of an item in the Library's collection by completing a Material Selection Inquiry Form. The Library Director will consider the request and respond to the Inquiry within a reasonable time. If the complainant is not satisfied with the response, the Library Board will conduct a final review.

Budget Allocation Description and Criteria

The materials budget will be allocated to fulfill the Library's collection development goals. Funds will be divided among the various subject and format areas in accordance with the Library's Emphasized, supported, and maintained program areas. Fluctuations

in fund allocation can occur due to changing economic conditions, but the division of funds will be based on these priorities.

Materials Selection

Materials Selection - General Collection

The General Collection includes adult and children's fiction and nonfiction and reference works. Materials are purchased in special formats when appropriate to meet the need being served and the audience for whom it is intended. Materials in special formats are subject to the selection criteria specified in that section.

Responsibility for Selection

The day-to-day work of evaluation, selection, and deselection is the responsibility of the staff of professional librarians. The individual librarians are assigned subject areas and are responsible for developing procedures for material selection that are governed by, but not part of, this policy.

Guidelines for Selection Based on Library Program Areas

The Library provides materials and services to help users obtain information to meet their personal, educational, and professional needs. Materials for preschool and school-aged children are chosen to foster an interest in reading and learning as well as to support their hobbies and interests.

Representative materials in all areas of knowledge will be collected, when feasible, to provide a basic coverage of subjects, but subject areas relating to the Library's emphasized and supported program areas will be developed in more depth.

The program areas that affect the library's collection , as set forth in the Library's Strategic Plan include:

Emphasized:

- Strengthening early literacy skills:
- Improving students' academic success:
- Delivering Information and Reference Services:

Supported:

- Helping teens enjoy their teen years:

Maintained:

- Maintaining a current and well-used collection of materials
- Supporting small businesses
- Tailoring library services for specific groups

Selection Tools

Selection tools for materials include, but are not limited to, professional review journals and publishers' catalogs. Also consulted are reviews in periodicals such as the *New York Times Book Review* and the area newspapers, as well as periodicals that review books in specific subject areas. Patron requests for specific items are considered if the item meets the selection criteria and other collection development policies outlined in this document.

Selection Criteria

General Criteria

Criteria used in general for selection of library materials include, but are not limited to:

- fulfilling the Library's mission and program areas
- reputation of the author or publisher
- anticipated use (minimum of 3 uses within the first year)
- physical quality of the material
- suitability of format
- positive critical reviews
- timeliness or permanence of the work
- cost
- accuracy and authenticity of information presented

Additional Criteria for Newspapers

- local, major daily and weekly newspapers are collected
- selected newspapers offering national news coverage or national financial coverage are collected
- newspapers may be collected in hard copy form or electronic format, depending on content, cost, and demand

Additional Criteria for DVDs

The Library will collect DVDs which are not readily available from mainstream sources such as Blockbuster, Hollywood Video, Wal-Mart, Target, etc. The Library's main areas of specialization will be:

- Documentaries
- Non-fiction (how-to, science, history, travel, etc.)
- Independent films
- Foreign films
- Classics (e.g. Hitchcock)
- Quality TV productions (A&E, PBS, BBC)
- Classic cartoons, anime, and other animated films
- Children's DVDs, including movies based on children's books, animated films, educational TV programming, and non-fiction appropriate for children ages 3-8

The Library will make every effort to purchase closed-captioned materials.

Some DVDs, primarily theatrically released productions (since the late 1960s), are rated by the MPAA with the commonly recognized G, PG, PG13, and R ratings. These

ratings are voluntary, and not all films, especially foreign films, will have a rating. Because theaters tend to abide by the age restrictions of these ratings, there is a general expectation that movie rental and lending places will as well. Parents are given the option of limiting their minor children (under the age of 17) from borrowing R-rated DVDs when ratings information is available.

Additional Criteria for Electronic Resources

- the information is available only in this format
- content is updated more frequently than in the print format
- compatibility with the library's computer systems must be considered
- there are sufficient workstations available to provide adequate access to the resource

Materials Selection - Special Collections

The Library maintains special collections, the development and management of which differ from the general collection. These collections may be exceptional in their purpose, clientele served, user needs or scope. While the collections may have specific criteria applied to them, the criteria are based on the same principles of the general collection. Included in the special collections are:

- **Spanish Language Materials**
- **Stories to Go**
- **Local History**
- **Large Print**
- **Story Stretchers**
- **Book Group to Go kits**

Maintenance Policies

Weeding

Weeding, or removal of material from the collection, is an integral and ongoing aspect of collection management. Discarding is necessary to maintain a vital, useful, relevant, well-kept collection. Weeding of the collection will be done on a regular basis.

Subject selectors will manage and weed the collection in their assigned areas. The following general criteria are used for weeding:

- material in poor physical condition
- outdated or inaccurate material
- material superseded by newer or revised editions
- duplicate material
- lack of demand

Decisions to keep specific titles may be based on the following exceptions:

- local author or topic
- subject matter is unique and out of print

- the book is a prize winner and out of print
- the book is cited in a standard index
- the item is part of a series

Individual subject areas may have more specific criteria for weeding, and those criteria are included in the procedures specific to that area. Replacement of weeded items is not automatic. Decisions to replace material will be based on the selection criteria specified in this policy.

Discarding Materials

Items removed from the collection will be sold, donated or disposed of appropriately.

Preservation and Conservation of Materials

Damaged materials that are cost-effective to repair and that will retain an attractive appearance will be cleaned and/or repaired by library staff.

Specific items in the collection may be placed in protective storage in order to secure materials that require special protection. Such storage may reduce the availability of those items.

Parameters for Reviewing the Policy

The Collection Development Policy will be reviewed by the Library Board and staff every fourth year,. The next review will be in 2010.

Appendices

Library Bill of Rights
Freedom To Read Statement
Colorado Revised Statutes 24-90-119

Lafayette Public Library Cooperative Policies

Interlibrary Loan

As defined by the *Interlibrary Loan Code for the United States*, “interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user’s local library.”

Lafayette Public Library will borrow library materials for all Colorado residents with a valid Lafayette card. There is no limit to the number of items a person may borrow via interlibrary loan.

The Library will loan to other libraries any Lafayette Public Library materials that normally circulate. In addition, the Library will loan microfilm copies of the Lafayette News.

The Library will supply these materials at no charge. Selected pages of reference and archival materials will be photocopied in accordance with copyright law.

The Library does not borrow materials that is has in its own collection.

Colorado Library Card

The Library is a participant in the Colorado Library Card program, sponsored by the Colorado State Library. The program allows walk-in patrons who are Colorado residents with a valid Colorado Library Card to check out materials from any participating library in the state.

Central Colorado Library System (CCLS)

Colorado law provides for publicly funded libraries to be members of a regional library system. Lafayette Public Library is a member of the Central Colorado Library System (CCLS), which supports and provides cooperative services and programs to its members.

Lafayette Public Library Display Case Policy

The Library's exhibit space is open to organizations engaged in educational, cultural, intellectual, or charitable activities. Priority use of designated display cases is given to Lafayette residents, organizations that meet in Lafayette, the City of Lafayette, and to the Library. The Library reserves the right to limit the size, number of items, scheduling of the display, and the frequency with which any individual or group has a display. Exhibits may be viewed during regular library hours and are open to a general audience of all ages.

Content

Displays must be of general interest to the public and must be non-commercial. The content of a display must be educational, artistic, or cultural. The Library does not endorse issues or events promoted/included in the display cases.

Credits

Credit or sponsorship for the display must be visible in the exhibit, supplying the name and contact information for the individual or organization providing the exhibit.

Items for Sale

If items in the display are for sale, their prices can not be included as part of the exhibit.

Liability

The Library assumes no responsibility for theft or damage to display case contents at any time.

Approval of Exhibits and Related Materials

Displays are subject to the approval of the Library Director or the Director's designate. Any materials distributed in conjunction with the display must be approved by the Library Director or the Director's designate. Distribution of the materials does not indicate the Library's endorsement of the issues or events promoted in the material.

Changes to Exhibits

The display cases will remain locked for the duration of the exhibit. No items may be removed during the exhibit period.

Publicity

Information regarding exhibits may sometimes be included in various library publications. Any information produced by the exhibitor intended to be used as publicity must be approved by the Library.

Lafayette Public Library Distribution of Free Materials

The Library, as part of its information mission, provides a defined space for the distribution of free materials to the public. The Library does not assume responsibility for returning unused materials to the group or person distributing it. The Library reserves the right to arrange materials in this space and to remove out-of-date material as it sees fit.

Distribution of the materials does not indicate the Library's endorsement of the issues or events promoted in the material.

Lafayette Public Library Gift Policies

Gifts of Money

The Library accepts cash donations to be used for the purchase of library materials, equipment, or services. Donations will be handled according to Chapter 50 of the Lafayette City Ordinances. Gifts to the Library will be acknowledged.

Gifts of Materials

Gift material intended for the collection is not generally accepted. Gift items that are added to the collection become the exclusive property of the Library, and are subject to all Library selection criteria, rules, regulations and procedures.

- A. Periodical subscriptions: Gifts of periodicals may be considered if the item meets the standard selection criteria for the library's collection. The gift must be a monetary donation that covers the cost of the subscription. The library is under no obligation to absorb the cost of continuing the subscription beyond the initial donation period. Donated subscriptions will be acknowledged.

Gifts with Conditions Attached

Gifts or money, property or stock will be accepted if conditions attached thereto are acceptable to the Library Board.

Lafayette Public Library Internet Policy and Acceptable Use Guidelines

Purpose and Scope of Internet Access

Throughout its history, the Lafayette Public Library has made information available in a variety of print, audiovisual, and electronic formats. The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. Ideas, information, and commentary from around the globe are available, reaching far beyond the physical and budgetary constraints of traditional library materials.

The Internet is an unregulated medium. As such, material exists on it that is personally, professionally, and culturally enriching, but there also exists material which could be offensive, disturbing or illegal. The library only assumes responsibility for the information provided on its home page and the supporting web pages resident on its server. Library patrons use the Internet at their own risk. Parents are advised to supervise their children's Internet sessions.

Responsibilities of Users

Legal Use - Users must use computer resources for legal purposes only. Unacceptable uses include, but are not limited to the following:

- * Unauthorized copying of copyright-protected material
- * Destruction or damage to equipment, software, or data
- * Unauthorized monitoring or disruption of electronic communications
- * Unauthorized use or destruction of other users' data
- * Slandering, libeling, or harassing other users
- * Violating fraud, obscenity or privacy laws

Ethical Use - Users must use resources in accordance with ethical standards of the library, which prohibit:

- * Violation of user privacy
- * Unauthorized use of computer accounts or access codes
- * Use of a computer which impedes activities of others
- * Violation of software license agreements
- * Violation of computer security

Cooperative Use - Users should use computer resources in a way that enables limited resources to be shared in an equitable manner with others. Ways to promote shared use include:

- * Complying with the library's sign-up procedures
- * Adhering to time limits for computer use
- * Refraining from the use of sounds or visuals which may be disruptive or offensive to others using the library

Illegal Use or Misuse of Library Computer Resources

Violators of the law are subject to prosecution by federal, state, and local authorities.

Misuse or abuse of Internet access or the library's computer systems may result in suspension of computer and/or library privileges.

Liability

In consideration for the privilege of using the system and having access to the free information contained within it, users release and hold harmless the City of Lafayette, its officers, agents, servants or employees, the Lafayette Public Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims, damages, losses, costs or expenses arising either directly or indirectly from the use of this system, whether or not caused, in whole or in part, by alleged negligence of the City of Lafayette, its officers, agents, servants, employees, volunteers, representatives or advisors.

Lafayette Public Library Space for Local Groups Policy

As part of the Library's role as a community center, the Library will provide limited space to Lafayette groups and clubs needing a regular place to meet. Providing this space supports the Library's efforts to encourage and foster educational, intellectual, and cultural activities in the community. The policies and procedures governing the use of this space will not interfere with the policies governing the use of other spaces in the library.

Criteria for groups wanting to schedule the space

Participation must be open to everyone

Groups should have between 5-20 regular participants/members.

No fees or charges are associated with participation in the group

Permission to use the space does not imply endorsement by the Library of the viewpoints expressed by the persons or organizations using the space. No advertisement or announcement implying such endorsement shall be used to promote an event in the library. All promotional material, and information about the group, shall include a contact name and phone number.

The Library reserves the right to refuse the use of the space or to discontinue the use of the space by any group.

All meetings must be kept open to Library staff. The Library reserves the right to take photographs of events for its own records and for future promotional materials.

The Library is not responsible for items or equipment left in the building before, during, or after an event.

Damages resulting from the use of the space will be charged to the group.

The person scheduling the space and assuming responsibility for the group must be a Lafayette resident with a current Lafayette library card.

Lafayette Public Library Meeting Room Policy

General Guidelines

The Library meeting rooms are open to individuals and organizations engaged in educational, cultural, intellectual, or charitable activities. The large downstairs meeting room may also be used for large community events and private social functions.

Permission to use the meeting rooms does not imply endorsement by the Library of the viewpoints expressed by the persons or organizations using the rooms. No advertisement or announcement implying such endorsement shall be used to promote an event in the meeting rooms. All promotional material, and information about the event, shall include a contact name and the contact person's phone number.

Events sponsored by the City of Lafayette may have priority over other scheduled requests and may use the meeting rooms on a regular basis throughout the year.

Other organizations may not reserve the meeting rooms for more than three meetings in any six-month period when such reservations conflict with public demand for meeting space. A limited program series may be allowed with permission of the Library Director.

The Library reserves the right to refuse the use of the meeting room(s) or to discontinue the use of the room(s) by any group.

All meetings must be kept open to Library staff. The Library reserves the right to take photographs of events for its own records and for future promotional materials.

The Library is not responsible for items or equipment left in the building before, during, or after an event.

Damages resulting from the use of a meeting room will be charged to the group.

The Library shall establish registration procedures as needed to govern the use of the available rooms.

Lafayette Public Library Meeting Room Use Procedures

- ◀ Rooms must be used during the regular hours of Library operations. Exceptions will be made for City of Lafayette groups with the permission of the Library Director or the director's designee.
- ◀ Activities related to meetings shall not interfere with the normal operations of the Library.
- ◀ Groups are responsible for setting up chairs, tables, etc. according to their needs. The room(s) must be left clean and trash-free after use. All furniture and equipment should be returned to its previous location. Fees may be assessed for any damages caused during meetings or for clean-up required in excess of normal maintenance.
- ◀ A tack strip is available on the walls of the meeting rooms. **Tape, tacks, nails, or other fasteners are not to be used on the walls or doors of any meeting room.**
- ◀ Children and teenagers must be accompanied by an adult sponsor who is present in the room for the entire meeting.
- ◀ Light refreshments may be served. Groups are responsible for providing their own food, drink, and supplies. The use of alcoholic beverages is prohibited.
- ◀ The Library's equipment available for group use includes:
 - Downstairs Meeting Room:
 - Lectern
 - Whiteboard
 - Coffeemaker (12 cups)
 - Built-in sound system
 - Projection screen
 - Conference Room:
 - Whiteboard
 - Coffeemaker (12 cups)
 - Projection screen
- ◀ Storage facilities will not be provided for any organization.
- ◀ The Library is a Smoke Free building at all times.
- ◀ Room reservations will be taken up to 6 months in advance, and are accepted from non-City sponsored groups on a first-come-first-served basis.
- ◀ Reservation times shall include the entire time the group is in the room, including set-up and clean-up. It is recommended that the meeting end at least 30 minutes prior to the Library's closing to allow time for cleaning up and everyone to leave.
- ◀ The room may be reserved by filling out the online application at www.cityoflafayette.com/library.
- ◀ Payment is due at least 48 hours in advance of the reservation.
- ◀ Reservations will be confirmed by the Library. Do not consider the room reserved until formal confirmation is received.
 - ◀ The person reserving the room must be at least 18 years of age.

Rates

Conference Room (capacity: maximum of 15 for meeting))

Hourly rate: \$10.00/hour

Daily rate: \$75.00

Meeting Room (capacity: maximum of 180 for meetings or events)

Hourly rate: \$30.00/hour

Daily rate: \$150.00

LCD projector: \$30.00 use fee; Lafayette Public Library card required

Free Use

- ◀ Events sponsored by the Library;
- ◀ Events sponsored by City of Lafayette agencies;
- ◀ Events sponsored by state or county agencies in collaboration with City agencies and departments.
- ◀ Events that are directly related to the educational or informational mission of the Library;
- ◀ Free, open, community wide, public forums sponsored by government, educational, or community organizations.

The Library reserves the right to make all decisions regarding free use status.

Cancellations

Cancellations must be made at least 48 hours in advance to be eligible for a refund

Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with the City of Lafayette's Library Meeting Room and Equipment Policy and Use Procedures.

I hereby fully release and discharge the City of Lafayette, its officers, agents, and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Lafayette Public Library, or the use of Library equipment.

I further agree to indemnify and hold harmless and defend the City of Lafayette, its officers, agents and employees from any and all claims resulting from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Lafayette Public Library, or the use of Library equipment.

Lafayette Public Library Study Room Use Procedures

The study rooms may be used by persons of any age.

The study rooms are available for use by 1-6 persons (small rooms are for 1-2 people; the Group Study room is for 1-6 people). Individuals may use these rooms if they are not reserved by a group.

The study rooms may be reserved one week in advance in person or by calling the Library's Reference Desk. In addition, the small study rooms may be reserved **at least one day in advance** through the library's online reservation system. Walk-ins may use an available room on a first come, first served basis. A Lafayette Public Library card is required. Damages to the room will be charged to the cardholder.

The study rooms are limited to a two (2) hour time block. An extension may be permitted if no one is waiting.

Exceptions to this rule:

- Persons who need to have a test proctored (Group Study room only)
- Volunteer tutors with area library -related programs, such as the Learn to Read program with Boulder Public Library.
- Homework Center Tutors
- Library staff and City staff on city related business (i.e., not personal)

If the group has not arrived or called the Library to report a delay within 15 minutes of the scheduled time, the Library staff may allow others to use the room.

The rooms are not sound proof; therefore the users should be sensitive to others in the library.

**WINDHOLZ & ASSOCIATES
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MEMORANDUM

TO: Gary Klaphake and City Council

FROM: Jim Windholz

DATE: March 19, 2007

RE: **Boards and Commissions/Political Involvement**

ISSUE

Legality of restricting or controlling individual involvement of members of boards and commissions in political issues and candidates in the community.

LEGAL OPINION/REASONS

It is my legal opinion that no board or commission, including the planning commission, has the legal authority to prohibit, restrict, or control the political activities of individual members only. City Council has the legal authority, by Section 4.13-1 of the home rule charter, to establish by ordinance the "... responsibilities, policies and duties ..." of each board and commission.¹

¹ The charter does not say that the Council cannot control certain of the "policies" of the planning commission. Such "policies" could address "political activities" of the individual members or of the board or commission as a whole. Section 4.14 essentially addresses the composition and general duties of the planning commission, not its internal activities or controls of individual commission members.

Consistent with this, I am also of the opinion that no board or commission, including the planning commission, can attempt to exert such restrictions on the members, whether through by-laws, rules of procedure, or policies. As stated, only City Council is mandated by charter to enact duties, procedural requirements, policies and responsibilities for boards and commissions (including some of such requirements for the planning commission – see footnote below.)

Council has enacted some of these controls with the Code of Ethics, Chapter 42 of the Code of Ordinances. The Code of Ethics applies to all boards and commissions.

Except for the restrictions of the state Fair Campaign Practices Act, which essentially restricts expenditures of public funds for political candidates and issues, currently there is no legislation restricting political activities of individual board members. If Council is inclined to enact certain policies with restrictions on political activities of board members, it would be well advised to be cautious so that the constitutional freedoms of speech and expression are maintained within potential enactments.

CONCLUSION

Boards and commissions have no legal authority to control or restrict individual political activities of their members.

Lafayette Public Library Rules of Conduct Policy

In order to provide an environment in which all customers may safely and freely use and enjoy the library, some expectations regarding behavior must be enforced. Anyone observing proper conduct in the library is allowed to freely make use of the library. Those whose behavior is disruptive to library operations and/or to others in the library may have the privilege of using the library abridged or denied to the extent necessary to deal with the problem.

Library staff make every effort to apply these rules in as fair, humane, and positive manner as possible. All staff members have the right to deny access to the Library if, in their judgment, these rules have been abused. Library staff may contact the Lafayette Police for assistance if deemed advisable.

Library users shall be engaged in activities associated with the use of a public library while in the building. The following list includes examples of activities that are prohibited, and which may lead to denial of library privileges:

- * Damaging, abusing, or vandalizing library property
- * Smoking
- * Eating or drinking, except in designated areas
- * Bringing animals into the library other than assistive animals
- * Possession of a weapon unless in performance of official duties
- * Behavior that may be reasonably expected to result in injury to self or others
- * Engaging in any illegal activity

Users shall respect the rights of other users and staff and shall not harass or annoy others by:

- * Noisy or boisterous behavior including talking, singing, or playing music loudly enough to disturb others
- * Physical, verbal, visual, or sexual harassment or threats to other users or staff
- * Behavior that may be reasonably expected to disturb other users or staff
- * Unauthorized soliciting of funds or offering of goods or services for sale in a public area
- * Body odor so offensive as to present a nuisance to others

Persons whose actions violate these rules may be asked to stop such actions. The Library reserves the right to require anyone violating these rules of conduct to leave the Library. The Library may withdraw permission for a person to re-enter the building if the person continues violating the rules.

Lafayette Public Library Solicitations in the Library

In order to provide a neutral and pleasant atmosphere in which library customers can seek information and use the library, no solicitations of the public are allowed inside the building. This includes soliciting funds, donations or services, selling or offering merchandise, tickets, coupons, promotional materials, religious information, etc., and canvassing by surveys, petitions, interviews, opinion polls, and the like. The distribution of political campaign material is limited to the space provided by the library for this purpose. The appropriateness of these types of activities outside the building is determined by city ordinances governing public sidewalks and city parks.

Anyone wishing to take photographs of persons inside the library must obtain permission from the library director and from the persons to be included in the photographs before using a camera.

Exceptions to this policy are the following:

1. Solicitation and fundraising projects sponsored by the Library and supporting library purposes.
2. Fundraising projects conducted by the Friends of the Lafayette Public Library.
3. Activities that are part of, or sponsored by, official City departments or groups.
4. Library sponsored performers or authors who sell materials in conjunction with their event.

STAFF INVOLVEMENT IN FRIENDS OF THE LIBRARY

The Friends of the Lafayette Public Library is a nonprofit organization that supports the library through funding and advocacy. The Friends make special events, programming and capital projects possible that the library is not able to provide within its own budget. While the two organizations are interrelated in their missions, they need to survive as two healthy, independent organizations, and so it is important for library staff to separate their involvement in each organization. Therefore, the following guidelines will be followed:

1. Lafayette Public Library staff may be dues-paying members of the Friends of the Lafayette Public Library, and may offer to assist with one-time or occasional Friends' events and projects.
2. Lafayette Public Library staff may not:
 - serve as an officer of the Friends of the Lafayette Public Library
 - serve on the Board of the Friends of the Lafayette Public Library
 - serve on a committee of the Friends of the Lafayette Public Library
 - participate in any ongoing activities or projects of the Friends of the Lafayette Public Library
 - take a lead role in any activities or projects of the Friends of the Lafayette Public Library

Lafayette Public Library Volunteers

The Lafayette Public Library encourages the teamwork of staff and volunteers to provide quality services to the community.

Volunteers:

1. Contribute their diverse skills, ideas, and knowledge to provide special services to the public.
2. Support the routine operation of the library by assisting staff with essential tasks.
3. Promote interaction between the library and the community.

A volunteer is a person who performs tasks for the library without monetary compensation of any kind. Volunteers do not replace paid staff, but enhance and extend their services, and are not considered employees of the library.

An intern is a person who performs volunteer work in the library for academic credit, educational experience, or as part of a work study program through school.

Volunteers must be at least 14 years old, although exceptions are made for specific situations.

Prior to being placed in a position at the library, all volunteers will complete an application and interview to determine their suitability for, and interest in, a specific position.

Volunteers working with children or homebound customers must undergo a background and reference check.

Service as a volunteer begins with an official notice of acceptance from the Volunteer Coordinator. Volunteers may begin their work after receiving an orientation to the library and appropriate job training.

Volunteer Staff Aides usually require a 6 month commitment of volunteer service due to the training and supervision involved in these positions.

Volunteers may contact individuals or organizations on behalf of the library only when they are given expressed consent by their supervisor or the Volunteer Coordinator.

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer.

Library Board members may volunteer for special projects outside their Board commitment.

The Volunteer Coordinator will develop a written set of guidelines for library volunteers.