

Laramie County Library System – Policy Manual

PUBLIC SECTION

ART DONATIONS

1. Artists, collectors, or individuals who wish to donate art must submit the same information as requested for exhibition proposals, but must only submit images of the piece(s) to be donated. The Exhibition Team will review the art with final approval by the County Librarian.
2. Once art is accepted as a donation it becomes the property of the Laramie County Library Foundation. The donor relinquishes all rights to the art and the Foundation, in conjunction with the Laramie County Library System (LCLS), may add the art to the LCLS permanent collection or may choose to sell or auction the art as a fundraiser.

BROCHURES/PAMPHLETS, NON-LIBRARY MATERIAL

1. Laramie County Library System will only accept brochures promoting non-library sponsored programs, events or dissemination of information if they fit the following criteria:
 - a. Does not promote a commercial event or product.
 - b. Is not intended as a permanent promotion of a non-educational program.
2. Brochures/pamphlets for non-library sponsored events, programs or information dissemination may be accepted at any service point. Library staff will place them in the hall off the gallery area near the west entrance as space permits. The library has the authority to dispose of extra brochures as necessary or if space becomes limited, the event has ended, or the brochures are not being utilized.

BULLETIN BOARDS FOR PUBLIC NOTICE

1. The Laramie County Library System will utilize the bulletin boards in Cheyenne, Pine Bluffs and Burns to promote local events if they fit the following criteria:
 - a. Does not promote a commercial event or product.
 - b. Is not intended as a permanent promotion of a non-educational program.

2. Library staff must first approve any item posted on the bulletin board. Approval may be obtained at any service point on the first floor of the Cheyenne facility and at the service desk in the branches. No promotion of sales or a commercial service will be permitted. Postings of a permanent nature will be prohibited. Staff will dispose of all posters that are on the board past the date of the event or items posted without staff approval or as otherwise necessary.

CODE OF CONDUCT

The Board of Directors endorses the following code of conduct as it will be presented to patrons, staff and volunteers:

It is the purpose of the Laramie County Library System to provide free, open and equal access to ideas and information to all members of the community. To accomplish this purpose, a code of conduct is provided to assist staff, volunteers and patrons in promoting safe, healthy and barrier-free access to all the resources and facilities the system has to offer. The code is designed to foster an atmosphere of mutual respect and courtesy and applies to all patrons, volunteers and staff while on library system property.

WHILE AT THE LIBRARY, YOU ARE ENCOURAGED TO:

1. Ask the staff for help. Let the staff know when you are unable to find what you need so they can try to get the information for you. This also helps the library know what needs to be added to the collection.
2. Inform the staff if you need accommodation or if assistance is needed for your full use of library services.
3. Explore new ideas and interests by attending library programs.
4. Be responsible for the safety, well being and conduct of children in your care.
5. Cooperate with the requests of library staff.
6. Turn off cellular phones when attending a library sponsored program.
7. Keep your personal belongings in your control at all times. The library is not responsible for lost or stolen items.

WHILE AT THE LIBRARY, THE FOLLOWING IS PROHIBITED:

1. Behavior that is unsafe or disturbing to other patrons, volunteers or staff such as using offensive language, loud talking, shouting, screaming, children crying or making other loud noises, pushing, running, shoving, throwing things, or other disruptive behavior.
2. Verbally or physically harassing or threatening other patrons, volunteers or staff. Harassment may include, but is not limited to: initiating unwanted conversation; impeding access to or within the building; or other actions that an individual reasonably perceives to be hostile, threatening, intrusive or offensive.

3. Abandoning, or leaving unattended, children or other persons in need of supervision. Leaving young children unattended in the library at any time.
4. Actions that damage library property or the property of others.
5. Any behavior that is prohibited by law.
6. Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or staff.
7. Smoking or use of tobacco or tobacco products. Use of alcohol and/or drugs.
8. Bringing animals, other than service animals, into the library except as authorized by a library manager.
9. Accessing staffing areas, unless accompanied by a library employee.
10. Sleeping on the floor.
11. Bodily hygiene that is offensive so as to unduly interfere with another patron's use of the library. You shall be required to leave the building.
12. Inappropriate dress, including no shirt or shoes.
13. Tampering with the arrangement of library materials, which makes finding or using them difficult.
14. Use of radios, tape or CD players, or other personal listening or communication devices, at a level that can be heard by others.
15. Disruptive use of cellular phones. Cellular phones may be used for quiet short conversations anywhere in the library except in the Capital Room on the third floor. Employees will ask you to end your call if you are disrupting others with your conversation.
16. Talking or use of cellular phones, laptops or other electronic devices in the Capital Room on the third floor. This is a designated 'no talk and no click' zone.
17. Skateboarding, skating, or loitering on library property.
18. Parking in designated spaces when you do not meet the requirements for parking in those spaces.

19. Adults using the second floor when they do not have a legitimate reason for being there. Second floor reading areas, tables and computers are intended for use by children or teens.
20. Solicitation of funds, distribution of literature or promotional materials, or sale of goods by any person or agency other than the library.
21. Use of library computers for anything other than their intended purpose. Downloading or searching any files other than those on your own CD, Floppy (A:), or USB. (See library's Internet policy.)
22. Blocking aisles or passageways so as to make it dangerous, difficult or impossible to walk through. This includes placement of cords for electricity to electronic equipment, such as laptop computers.
23. Placing flyers on cars in the public or staff parking lots or on cars parked on the street around the library.
24. Standing anywhere other than the perimeter public right of way sidewalk to seek signatures for petitions.

INTERPRETATION FOR CHILDREN OF THE CODE OF CONDUCT

HAPPY, SAFE AND HEALTHY AT THE LIBRARY
Let's work together!

The people who work in the library will help you find things, learn something new and have fun.

GOOD LIBRARY BEHAVIOR MEANS THAT YOU WILL:

1. Ask for help when you need it.
2. Be kind and polite to everyone.
3. Speak in your indoor voice. Loud talking and noise makes it hard for those who need a quieter place.
4. Never climb in the library.
5. Keep your hands to yourself.
6. Walk and look where you are going.

7. Be careful of younger children, especially in My Library Place.
8. Take good care of books, chess pieces and other items that belong to the library.
9. Practice your listening skills in story times and library programs.
10. Do what a person who works for the library asks you to do.

Note: This list is not all inclusive and other behaviors judged inappropriate by library staff may be cause for consequences.

CONSEQUENCES OF MISCONDUCT:

The County Librarian or designee will apply these rules in a fair and equitable manner for the benefit of all. If any of the information is unclear, please ask a member of the library staff for clarification. The consequences of misconduct may be any of the following: verbal warning, eviction, loss of library privileges, or prosecution to the full extent of the law. If the police are called, the offender may be cited. Parents will be called or notified in writing in the case of a minor (less than 18 years of age). The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening devices, computers and coats.

COLLECTION DEVELOPMENT

1. Using the Library Bill of Rights adopted by the American Library Association as its guiding principle, Laramie County Library System will make available to the citizens of Laramie County collections of popular and timely materials in a variety of formats appealing to the broad spectrum of public interest. To ensure the needs of the community are being met and that the collections remain vital, weeding of non-fiction collections will take place at least once every three years and weeding of all other collections will take place at least once every two years.
2. Materials in the Genealogy Collection, Local History Collection and Western History Collection are generally retained due to the rare and special nature of those collections. However, materials may be withdrawn from those collections if they are obsolete or inaccurate; worn or damaged and can be replaced; superseded editions; ephemeral materials no longer timely; or items inappropriate for the nature of the collection.
3. Laramie County Library System adheres to the tenets of the Freedom to Read Foundation's Freedom to Read statement.

The First Amendment to the United States Constitution guarantees all individuals the right to express their ideas without governmental interference, and to read and listen to the ideas of others. The Freedom to Read Foundation was established to promote and defend this right; to foster libraries and institutions wherein every individual's First Amendment freedoms are fulfilled; and to support the right of libraries to include in their collections and make available any work which they may legally acquire.

DISPLAY OPPORTUNITIES

1. The Laramie County Library System allows displays by outside entities as space permits and if the library is not utilizing the display space.
2. Locked display spaces available in Cheyenne:
 - a. Two small movable glass display cases
 - b. Gallery glass display cases
 - c. First floor glass display by elevator
 - d. Second floor glass display case in south hallway
 - e. Third floor glass display case in south hallway
3. The Burns Library has a limited display area in the café. There is no designated display space in the Pine Bluffs Library.
4. Approval for use of display cases and/or other displays in the library are determined on a case by case basis.
5. Laramie County Library is not liable for damage or theft of items displayed.

DVD LOANS TO SCHOOLS, BILLING

1. For the purpose of checking out DVDs for in-school use only, all high schools and junior high schools in LCSD #1 and LCSD #2 are eligible for one school AV library card.
2. A principal, assistant principal or another school employee authorized to expend funds and take responsibility for card usage must sign for the card. Contact the library's Audiovisual Coordinator for procedures.
3. The fee for DVDs checked out on these library cards will be \$1.00 per title for 4 days.
4. The library card must be presented to library staff by a designee of the school in order to check out DVDs. Self check out is not an option when using these library cards.
5. DVDs will be available in the same manner as they are for individual library users. They may not be held for a specific date or time.

EVENTS, SPECIAL FOR CHILDREN

During the dates of the Summer Reading Celebration, the following policy is in place for special events and special programs for children through age 12:

1. A ratio of one adult for every five children will be required for any group attending a special event or program. When a parent or legal guardian attends with his or her children, this ratio requirement will be waived.
2. All attendees must pick up tickets in advance of the special event or program.
3. No more than 50% of the available tickets will be given to daycares where parents pay for their child to be taken care of by a daycare provider.
4. All events are free and open to the public.

EXHIBITIONS

Exhibitions (of art, artifacts, and collections) at the Laramie County Library in Cheyenne will support Laramie County Library System's (LCLS) mission by exhibiting items that contribute to lifelong learning and cultural exposure.

1. LCLS displays have first priority and take precedence over all other exhibitions.
2. All exhibition proposals which are not solicited by the Exhibition Team must be submitted according to the LCLS's Exhibition Proposal Requirements for review by the Exhibition Team. School-age (PreKindergarten-12th Grade) art exhibitions are exempt from this requirement, but must be coordinated through the LCLS Community & Media Relations (CMR) in advance.
3. Exhibitions will be selected/denied by the Exhibition Team and presented to the County Librarian for a final decision.
4. Prices for art available for sale will not be displayed. LCLS will provide artist contact information (with cards provided by the artist) to patrons who ask for such information. If a sale occurs as a result of an exhibition at the library, the artist is requested, though not required, to donate 20% of the proceeds to the Laramie County Library Foundation.
5. Ideas presented in exhibitions at the library do not constitute endorsement by LCLS.

FAXING SERVICES

1. Items faxed to an individual/business in the course of reference service will be charged at 10 cents a page if local and at the long distance or international fax rate if not local.
2. The Laramie County Library System will provide faxing services for the public for a fee.

To send a fax:

Local*	\$.50 per page
Long Distance	\$2 for first page, \$1 per page thereafter
International	\$3 per page

*All areas of Laramie County that Qwest and RT consider a local call, as well as all 800 numbers.

To receive a fax:

All	\$.50 per page
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One page = 8 ½ X 11 sheet of paper.

FEES, LOAN PERIODS AND LIMITS

For the fair, smooth operation of the library and to make sure that materials are available in a timely fashion, fees, loan periods and limits are established as follows:

<u>Print Materials</u>	<u>Loan periods</u>	<u>Maximum items per check out</u>	<u>Check out Fees</u>
Most non-fiction books	21 days		
Most fiction books	21 days		
Children’s book & cassette sets	21 days	8	
New adult fiction	7 days		
Periodicals (magazines)	7 days		

Audiovisual (AV) materials (AV fees include tax)

Books-on-tape	21 days	8	
Books-on-CD	21 days	8	
Books-on-CD MPS format	21 days	8	
DVD	4 days	4	\$2 per loan
Blu Ray	4 days	4	\$2 per loan
Video games	4 days	2 per format	\$2 per loan
Music CDs	7 days	8	

<u>Equipment Item</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue fee</u>
Overhead projector	up to 4 days	1	\$5/day	\$5/day
35mm slide projector	up to 4 days	1	\$5/day	\$5/day
Screens	up to 4 days	1	no fee	\$1/day

Equipment check out for use

<u>in library meeting rooms</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue fee</u>
TV/VCR/DVD player	per meeting	1	\$ 5.00	N/A
Laptop w/AV cart	per meeting	1	\$20.00*	N/A
Overhead projector	per meeting	1	\$ 2.50	N/A
35mm slide projector	per meeting	1	\$ 2.50	N/A
Projector - permanent	per meeting	1	no charge	N/A
Microphone	per meeting	1	no charge	N/A
Piano (Cottonwood Room only)	per meeting	2	\$10.00	N/A

*A credit card is required for use of these items.

Item fees(see also LOST/DAMAGED MATERIALS POLICY)

Item returned without barcode	\$1
Item returned without RFID tag	\$2
Lost item	Cost of item plus a processing fee
Damaged item – returned to library	One-half of cost of item plus processing fee
Damaged item – not returned to library	Cost of item plus a processing fee

NOTE: All items checked out on the bookmobile are due in 28 days.

1. **Responsibility** – In return for the right and privilege to use the Laramie County Library, you are responsible for ensuring that books and other items are returned when due; to pay promptly all fines, fees, damages or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library by the signee of the library card.
2. **Renewals** – Most items may be renewed twice unless another borrower has placed requests on the items. This includes using the renewal function and/or checking an item in and checking it out again. Items may be renewed at any Self Check station, on any WYLD Cat terminal in the library, via WYLD Cat through an Internet connection or over the phone during normal business hours. Items that have rental fees must be renewed in person at the library or by phone.
3. **Rental fees** – Rental fees are charged for DVD, Blu Ray, and video game materials. Juveniles and adults may check out these items if the privilege on their library card permits (see LIBRARY CARDS). Refunds or exchanges will not be made due to selection error by patrons.
4. **Rentals** – DVDs and Blu Rays are intended for use with a standalone DVD and/or Blu Ray player and television. Laramie County Library does not guarantee a DVD or Blu Ray will work on your computer. No refunds will be given for DVD or Blu Ray rentals that are being used on a computer and do not work. Laramie County Library will not be responsible for any damage to personal computer equipment, software or data.
5. **Overdue fees** – For most items, daily overdue fees of \$.10 per item are charged. DVDs, Blu Rays and all versions of video games carry overdue charges of \$1 per day. Patrons will be notified by mail that items are overdue on the 7th, 14th and 21st day an item is overdue. If unpaid fees are \$10 or more, staff must ask the patron to pay some of the fee. If the patron is unable to pay then a supervisor must be called to approve check out.
6. **Collection fees** – When an item is 35 days overdue or damaged items are not paid for, the account is turned over to a collection agency. The borrower pays all collection agency fees. There is a \$20 fee each time an account is turned over for collection. Any borrower with an account sent to collection will not be able to check out any item until the account is cleared.
7. **Lost and damaged items** – Patrons are responsible for all items checked out on their library card. The parent or guardian signing a minor's library card application form is responsible for all items checked out on the minor's card, even if the minor has reached the age of majority. The library cardholder is responsible for

the replacement cost of any lost library item. Damaged items are billed at half the replacement cost if the damaged item is returned to the library. (See LOST/DAMAGED MATERIALS POLICY)

8. **Refunds of \$10 or less** – Refunds of \$10 or less will be credited to the patron’s account. Refunds over \$10 will be issued via check following the next regularly scheduled board meeting or credited to the patron’s account. If issued refund checks are not cashed or do not clear the bank within 6 months of the issue date, the funds will be considered a donation to the library.
9. **Request Services** – A request may be placed at any public desk or via WYLD Cat on any item in the library's collection that is checked out. A fee of \$.50 is charged to the patron’s library card for each request that is not picked up.
10. **Interlibrary Loans** – Items that are not owned by LCLS may be borrowed from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). A \$2 fee will be charged for ILL requests. Requests may be placed via WYLD Cat or at an ‘Ask Here’ service point in the Cheyenne library or the public desk in any branch. Fees charged by the loaning library are the responsibility of the borrower. A fee of \$.50 is charged to the borrower’s library card for each request that is not picked up. Overdue fines are \$1 per day for items borrowed from the University of Wyoming or libraries located outside Wyoming. Overdue fines for items borrowed from libraries within Wyoming are \$.10 per day.
11. **Copyright Law** – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of library materials which are copyrighted. The person making the copy is responsible for any copyright infringement.

HOURS OF OPERATION

Hours of operation will be established to best meet the needs of the community while taking into consideration financial issues.

Cheyenne

Monday through Thursday	10 am – 9 pm
Friday and Saturday	10 am – 6 pm
Sunday	1 pm – 5 pm

Pine Bluffs

Sunday and Monday	closed
Tuesday	8:30 am – 7 pm
Wednesday – Friday	8:30 am – 5 pm
Saturday	8:30 am – 12:30 pm

Burns

Wednesday and Sunday	closed
Monday-Tuesday- Friday	9:30 am – 5:30 pm
Thursday	9:30 am – 7 pm
Saturday	9:30 am – 12:30 pm

Bookmobile

Schedule is set administratively with fall/winter, winter/spring and summer schedules.

INTERNET

To assist patrons in the use and understanding of the Internet, the library provides users with the following policy:

1. The primary purpose of Internet connectivity is to provide access for all Laramie County residents to other computer systems throughout the world for information, research and entertainment appropriate to a public place.
2. Some of the most current and up-to-date sources of information today are only available via the Internet.
3. The Laramie County Library System supports intellectual freedom, but does reserve the right to limit access to services deemed incompatible with the stated intent of Internet service.
4. Network users are advised that some websites, peer-to-peer networks and other systems accessible via the Internet contain material that may be considered offensive, illegal and/or inaccurate. Unlawful use of the Internet is prohibited.
5. As with any other sources of information, the accuracy of the information should be evaluated as to its source of authority.
6. To foster an atmosphere of mutual respect and courtesy, the LCLS Code of Conduct will be enforced in the computer room and computer areas as it is on all library property. Library staff will enforce policies prohibiting the viewing of internet sites that are inappropriate for a public place.
7. Filtering is used to block sites that are illegal or inappropriate for a public place. The categories listed next are the headings used by the filtering software company. Sites blocked include, but are not limited to, gambling, child pornography/child abuse (sites showing children being abused), malicious code viruses, pornography/adult content, and spyware.
8. Filtering software is not foolproof. Sites that fall under the above categories may occasionally and inadvertently be accessible on Laramie County Library System computers.
9. Parents/guardians concerned with their child's access to the Internet must accompany their child to the library to ensure their parental right to censor information is enforced. Library staff assumes no responsibility for children's use of library computers and the Internet.

10. Parents/guardians do have the option of further filtering by selecting the most restrictive library card for a minor. Categories listed next are the headings used by the filtering software company. The additional sites that are blocked under this policy are chat sites, R-rated sites and obscene/tasteless sites.
11. Parents are encouraged to educate their children concerning safety and security when using the Internet.
12. The library is not responsible for any liability that may occur as a result of the disclosure of any personal information over its public computers and network.
13. The library is not responsible for any damage to personal devices or to the files downloaded to personal devices or file storage media.
14. Guest usage of library computers that have Internet access and other software is \$1 per day.

LCD PROJECTOR

1. The portable LCD projector is for use by library employees for library business only.
2. Each meeting room has a ceiling mounted LCD projector and connectivity for use with a laptop or DVD player. (See FEES, LOAN PERIODS AND LIMITS).
3. A laptop and whiteboard device and software are available on an AV cart for a fee and may be used in any meeting room. (See FEES, LOAN PERIODS AND LIMITS).

LIBRARY BILL OF RIGHTS

Laramie County Library System adheres to the tenets of the Library Bill of Rights as adopted by the American Library Association.

LIBRARY BILL OF RIGHTS

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

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

LIBRARY CARDS

1. A library card is your account with the library. You need your library card to check out items, place holds, to add dollars to your account for future payment of printing, fines and fees and to access public computers that have Internet, databases and software. Internet access is filtered as per the library's Internet policy (See INTERNET page for details).
2. Through signature on and use of the Laramie County Library System (LCLS) card issued under these policies the signer understands, acknowledges and agrees to be bound by the policies of the LCLS. The signer further understands that the policies of the LCLS are subject to change and agrees that in exchange for the consideration of the use of the issued library card, the signer will be bound by any policies issued by the LCLS.
3. Notice of changes to the LCLS policies will be provided as required under Wyoming law. Copies of the policies are available at a service point in any LCLS facility.
4. **Responsibility** – In return for the right and privilege to use the Laramie County Library, you are responsible for ensuring that books and other items are returned when due; to pay promptly all fines, fees, damages or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library by the signee of the library card.
5. The following items describe library card privilege levels and what is required to get a library card.
 - a. Adult card (full privilege A2)
 - i. You must be at least 18 years of age
 - ii. You must supply full identification with photo and proof of address.
 - iii. Identification must be one of the following: driver's license (any state); any state identification card that is issued by a Department of Motor Vehicles; military ID (either enlisted or dependents); passport; Magic City Enterprise ID with picture and current address; or birth certificate and original Social Security card for individuals with no picture ID.
 - iv. If the identification does not contain a current address, proof of current address must be one of the following items (current only): printed check; bankbook/statement; utility bill; phone bill; cable TV bill; car registration; mortgage payment coupon/agreement; formal lease agreement (6 months); or payroll check with address. If you have a military ID you do not need proof of address.

- b. Limited card that allows checkout and computer access(limited privilege A3)
 - i. Limited to 4 print items at a time.
 - ii. The patron must supply a photo ID as listed above.
 - iii. The patron does not need proof of address, but must have an address in Laramie County that is not considered temporary lodging such as temporary shelters, hotels, motels, campgrounds or similar places of temporary lodging.
 - c. Limited card that allows computer access only (limited privilege CC)
 - i. The patron must supply a photo ID as listed above.
 - ii. The patron does not need proof of address, but must have an address in Laramie County.
 - iii. Minors with photo ID from a school or a Wyoming Driver's License will be eligible for a library card with this privilege.
 - iv. The patron who already has a library card and owes fines will not be allowed a second library card just for computer use.
 - d. Minor card
 - i. A parent or guardian must be present and must sign the library card. The minor will also have a space on the library card for them to sign their name. The minor must be under 18 years of age and the parent or guardian must supply full identification/proof of address as stated above under Adult card.
 - ii. Options for parent relating to access to material and the Internet:
 - 1. JV – Minors with this privilege level on their library card may check out all material in the library except DVDs on the First Floor. Internet access is filtered at the same level as adult card (See INTERNET page for details).
 - 2. J2 – Minors with this privilege level on their library card may check out all material in the library that circulates. Internet access is filtered at the same level as adult card (See INTERNET page for details).
 - 3. J3 – Minors with this privilege level on their library card may check out materials on the Second Floor with the exception of teen materials. They are not allowed to check out any materials on the First Floor or Third Floor. Internet access is filtered at a higher level than an adult card (See INTERNET page for details).
6. A patron's first library card is issued at no charge. (See replacement policy).
7. Since the age of majority (adulthood) for the State of Wyoming is 18 years of age this means minors may not be turned over to a collection agency. The library uses a collection agency when library accounts show items are more than 35 days overdue. Parents or legal guardians are responsible for their minor's library card account.

8. Those who register for a library card online will be notified via e-mail when their library card is available, generally in 48 to 72 hours. Picture ID, proof of address as stated in number 1 above, and signature are required at time of pickup of the library card.
9. If a patron presents a library card from LCLS and is unable to check out a material type due to restrictions or privilege level, they may not use a card from another WYLD library to circumvent LCLS policies.
10. **Lost or Stolen Library Cards** – You are responsible for all materials or equipment checked out on your library card up to the date you report, **in writing**, to Laramie County Library that the card was lost or stolen. Written notification may be given via email to billing@lclsonline.org, U. S. Postal Service or delivered in person to the Cards & Accounts Desk. To report a missing card: Call the LCLS Cheyenne Cards & Accounts Desk at (307) 634-3561.
11. **Replacement Library Cards** – The patron must complete a replacement library card application and a photo ID is required. A fee of \$3 is charged to replace a stolen, lost or damaged library card.
12. **Cancelling a Library Card Account** – Written notification is required to cancel a library card. Until you have cancelled a library card account in writing you are responsible, even for a minor who has now turned 18, until you notify the library in writing. Written notification may be given via email to billing@lclsonline.org, U. S. Postal Service or delivered in person to the Cards & Accounts Desk.

LIBRARY CARD, VALUE ADDED SERVICES

1. Your Laramie County Library System (LCLS) card provides a single point of management for a library-wide self-serve transaction system that enables you to:
 - a. Check out items
 - b. Place holds
 - c. Access public computers that have Internet, databases and software
 - d. Add dollars to your account for future payment of printing, fines and fees
 - e. Use your LCLS card as a debit card and add value to library accounts without assistance from library staff.
2. Use of the LCLS card is free - value balances and activity records are easily obtained at the Automatic Payment Machines.
3. Use of the LCLS card's 'value added' feature can be made only at the LCLS main facility in Cheyenne, WY.

TERMS AND CONDITIONS:

1. Value additions to your LCLS card account shall be in minimum amounts of \$.10.
2. Cash withdrawals from your LCLS card account are not allowed. If merchandise is being returned that was originally purchased with your LCLS card, the refund must be credited back to your account if the amount is \$10 or less. Refunds over \$10 will be credited to your account or issued via check following the next regularly scheduled library board meeting.
3. Written notification may be given via email to billing@lclsonline.org, U. S. Postal Service or delivered in person to the Cards & Accounts Desk. To report a missing card: Call the LCLS Cheyenne Cards & Accounts Desk at (307) 634-3561.
4. Your LCLS card and privileges are non-transferable.
5. When there has been no use of your LCLS card for a period of five (5) years, your account will automatically be closed and remaining funds, if any, will be forfeited.
6. The policies of the LCLS govern the use of the LCLS card and are subject to change without prior notification.

LIMITED PUBLIC FORUM

The Laramie County Library System maintains a limited public forum, the primary function of which is the promotion of and carrying out of the fundamental functions of the Library's mission and purpose. Policies relating to public use of Library facilities may be modified, interpreted and employed to carry out these purposes. Regardless of any policy expressed herein, the Laramie County Library Board and/or the County Librarian reserve the right to control and restrict the use of library spaces and facilities in any manner consistent with the Library's mission, goals and purpose.

LOST/DAMAGED MATERIALS

1. **UNCATALOGED PAPERBACKS** (paperbacks with no spine label): If a patron loses or damages an uncataloged paperback, they may:
 - a. Bring in another paperback in good condition, pay \$5 for a processing fee, keeping the damaged book if desired
 - b. Return the damaged book and pay 50% of the cost of the book, \$5 processing and LCLS will retain the damaged book.
 - c. Keep the damaged item pay the full replacement cost and \$5 processing fee.
 - d. Pay full replacement cost and \$5 processing fee for a lost item.

2. **AUDIO BOOKS (lost part)**: If a patron has lost or damaged an individual tape or CD in an audio book set and the individual tape or CD can be replaced:
 - a. The patron will be charged the replacement cost and a \$5 processing fee.
 - b. The patron may keep the individual damaged tape or CD if desired.
 - c. The set will be retained by the library.

3. **BOOK with a CASSETTE or CD in a set** (both those in plastic bags and those with CD in the back of the book): If a patron loses or damages one part in a book with a cassette or CD in a set and that part cannot be replaced:
 - a. the patron will pay 50% of the total cost of the set for a lost or damaged cassette, CD or book and a \$5 processing fee if:
 - i. the entire set for a damaged item is returned to the library or
 - ii. the rest of the set for a lost item is returned to the library.
 - b. If the patron wants to keep the damaged part of a set, they will pay the total cost of the set and a \$10 processing fee. They may keep the entire set.
 - c. If the patron wants to keep the rest of the set with a lost part, they will pay the total cost of the set and a \$10 processing fee.

4. **OTHER AV MATERIALS (damaged)**:
 - a. If the patron returns any other damaged AV item, they will pay 50% of the cost of the item and a \$10 processing fee and the library will retain the item.
 - b. If the patron wants to keep the damaged item, they will pay the full price of the item plus the \$10 processing fee.
 - c. Patrons may bring in an exact copy of the damaged item, keep the damaged item if desired and pay a \$10 processing fee.
 - d. If the library is unable to replace a single damaged disc in a DVD, video game or CD set the patron is responsible for the cost of the entire set and a \$10 processing fee.
 - e. Damaged booklets will be a \$5 charge plus a \$5 processing fee.

5. ALL OTHER AV MATERIALS (lost):
 - a. If the patron loses an AV item, they will pay the full price of the item plus the \$10 processing fee.
 - b. Patrons may bring in an exact copy of the lost item and pay a \$10 processing fee.
 - c. If the patron loses a booklet, the charge will be \$5 replacement fee plus \$5 processing fee.
 - d. If the library is unable to replace an item other than a booklet in a DVD, video game or CD set the patron is responsible for the cost of the entire set plus a \$10 processing fee.

6. ALL OTHER MATERIALS (damaged):
 - a. If the patron returns any other type of damaged item, they will pay 50% of the cost of the item and a \$5 processing fee and the library will retain the item.
 - b. If the patron wants to keep the damaged item, they will pay the full price of the item plus the \$5 processing fee.
 - c. If the patron damages a booklet, the charge will be \$5 replacement fee plus \$5 processing fee.
 - d. Patrons may bring in an exact copy of the damaged item, keep the damaged item if desired and pay a \$5 processing fee.

7. ALL OTHER MATERIALS (lost):
 - a. If the patron loses an item, they will pay the full price of the item plus the \$5 processing fee.
 - b. Patrons may bring in an exact copy of the lost item and pay a \$5 processing fee.

8. The patron is responsible for paying any overdue fees associated with the check out of any lost or damaged item.

MEETING ROOM ACCESS, PUBLIC

Access to the library's meeting rooms is provided under the following guidelines and in compliance with seating limitations for each room:

MEETING ROOM POLICIES:

1. The meeting rooms may be used for commercial and non-commercial activities.
2. Generally, no fees are charged under the following circumstances:
 - a. Nonprofit meetings that are free and open to the public where all can participate fully
 - b. Governmental agency hearings that are open to the public
 - c. Meetings sponsored by LCLS in support of its mission and goals
3. Fees are charged for the following uses considered commercial:
 - a. Meetings that are closed to the public, e.g. interviews, depositions, etc.
 - b. Meetings of profit-making groups or businesses
 - c. Fundraising events other than those sponsored by the library
 - d. Meetings that are restricted to members of a particular group
 - e. Meetings that require payment of tuition or other fees
 - f. Meetings where products or services are promoted or sold
 - g. Meetings where money is collected through sales or donations
4. Fees for meeting room space are \$25 per half hour. This fee is charged for the time used by the organization, and partial half hours are charged by the half hour. All fees must be paid the day the room is used.
5. Piano teachers may book recitals in the Cottonwood/Willow Rooms at no charge for the room or use of pianos. Pianos are only available in the Cottonwood Room.
6. Groups wishing to use the pianos in the Cottonwood Room may be required to complete and sign a Piano Use Agreement Form.
7. Political rallies, demonstrations and announcements of candidacy may occur within a library meeting room as long as all meeting room and library policies are adhered to including, but not limited to, no signage outside of the room and appropriate noise levels are maintained.
8. Library meeting rooms cannot be used for private social events such as showers, birthday parties, etc.
9. Library activities take precedence over all other meeting room activities.

10. Laramie County Library System reserves the right to review each prospective use and determine whether or not that use falls within the meeting room policies and LCLS's Code of Conduct and the needs and the functions of the library.
11. To use the meeting rooms, the person responsible for the group must complete an application. Applications are used to ensure that groups comply with library policies.
12. Permission to use the library's meeting facilities does not constitute an endorsement by the library for a group's product, service or program. In issuing any publicity, groups may not infer that their programs are sponsored, co-sponsored or approved by LCLS.
13. No alcoholic beverages may be served, and tobacco use is not permitted.
14. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the LCLS Code of Conduct, meeting room policy or other relevant library policy or the needs and the functions of the library.
15. NO frying of any kind may take place in the kitchen. Frying in the kitchen may result in a \$50 fee and suspension of all kitchen privileges for a period of one year.
16. If the room and/or kitchen are not left in a clean and orderly condition, a \$25 cleanup fee will be charged. The cost of repair and/or replacement for excessive damage to room, damage to equipment or cleaning of carpet stains may be charged to the group.

SPECIAL SERVICES AND FEES:

1. Commercial group fees: \$25 per half hour (partial half hours charged by the half hour).
2. For the Cottonwood Room and Willow Room, a full kitchen is available at no charge. Two large pots for coffee and one for hot water are available. All other supplies must be provided by the group using the kitchen. Note: If two meetings are going on at the same time, the kitchen may be shared.
3. Library audio-visual (AV) equipment, including a microphone, may be used in the meeting rooms. AV equipment must be reserved prior to the meeting. For a list of AV equipment and fees, ask the staff at the 'Ask Here' Desk on any floor.
4. Training is provided if you wish to connect your personal laptop to the meeting room technology or want to use the library's AV Cart and/or Starboard electronic

whiteboard technology. A training session may be arranged with the Network Department by filling out a training request form. The Network Department needs 72 hours notice in which to schedule a room and a trainer for the training session.

5. If you are using your own computer equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance will be provided. Due to liability issues, the Network Staff will not be able to touch your computer equipment.
6. Computer Classroom: The primary use for the Computer Classroom is for library-offered classes or library-sponsored classes.
 - a. There is a \$25/per half hour fee for use of the Computer Classroom.
 - b. To book the Computer Classroom, the person who wishes to conduct a class in that space must go through the library's Computer Classroom orientation class.
 - c. Once the individual has completed this class, they may use the online 'Reserve a Meeting Room' booking form.

MEETING ROOMS, BEFORE LIBRARY IS OPEN AND AFTER LIBRARY IS CLOSED

1. All meeting room policies apply for meeting room usage before the library is open and after the library is closed.
2. The Cottonwood Room and Willow Room are available for before-hour and after-hour usage. All other meeting rooms are only available when the library is open.
3. A fee will be charged for before and/or after-hour usage at the rate of \$25 per half hour. (Governmental entities are excluded from this fee.)
4. A \$50 no-show or late fee will be charged to those who do not report at the scheduled time.

BEFORE LIBRARY IS OPEN:

1. The Cottonwood Room and Willow Room may be booked beginning at 7:30 am, Monday-Saturday and 10:30 am on Sunday.
2. No assistance will be provided other than check out of room key, microphones and AV cart.
3. A library employee will meet the group in the Gallery space at the earliest time requested on the meeting room reservation form.

AFTER LIBRARY IS CLOSED:

1. No employees will be present after hours. After-hour usage is contingent upon availability of security personnel contracted by the library. The security company will be compensated by the person booking the room at the normal hourly rate charged to the library for security services.
2. Requests for after-hour usage must be made at least three weeks in advance and may be made online using the 'Reserve a Meeting Room' form. The time you request must overlap with the last hour the library is open so that an employee is here for you to check out keys and/or other items you would like to use in the meeting room.
3. Once the library receives your request, library personnel will contact the security company to check the availability of security personnel for the dates and times of your request.
4. No alcoholic beverages may be served, and tobacco use is not permitted.
5. The library's wireless network shuts down at 10 pm.

HOLIDAYS AND CLOSURES

Requests to use the library during holiday or other closures must be made to the County Librarian or designee.

MINORS IN LIBRARY WITH A GROUP

Minors who are in the library with a group will be the responsibility of the adult(s) who brought the group to the library.

PARKING

1. In cooperation with the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program, the Central Library will have:
 - a. 16 parking spaces conveniently located near the entrances in both the public and staff parking lots designated for carpools only.
 - b. The designated parking spaces are reserved for vehicles with more than one person and will be clearly marked with surface paint and/or signage.
2. Parking spaces for the disabled will consist of 10 spaces in the bank of parking spaces nearest the building and 4 spaces on 22nd Street.
3. The parking lot on the northeast corner of the site is designated for employee parking.

PET RELIEF AREA

A Pet Relief Area is provided for pets and their owners. Owners must leash their pets using this space. Owners must clean up after their pets, disposing of waste in a proper receptacle.

PROGRAM/EVENT PARTNERSHIP

Partnerships for programs and/or events held at any facility of the Laramie County Library System (LCLS) will support our mission by providing programs and events that contribute to lifelong learning and cultural exposure.

1. LCLS programs and events have first priority and take precedence over all partnerships.
2. All partnership proposals which are not solicited by the LCLS must be submitted in compliance with the Program/Event Partnership Proposal Form for review by LCLS and must be coordinated through the LCLS Community & Media Relations (CMR) Division in advance.
3. Partnership proposals will be selected/denied by LCLS.
4. Presenters bringing books/CDs/other items for sale are requested, though not required, to donate 10% of the proceeds to the Laramie County Library Foundation.
5. Ideas presented at programs and events at the library do not constitute endorsement by LCLS.
6. Events at the library are open to the public and free of charge. Exceptions may be considered by the County Librarian or designee.
7. Partners will comply with the library Code of Conduct & Meeting Room guidelines.

SHOPLIFTING

Law enforcement will be notified of any person found shoplifting and criminal prosecution pursuant to W.S. 6-3-404 as amended will be initiated. A demand for civil restitution pursuant to W.S. 1-1-127 as amended will be presented to the person found shoplifting. If such demand is not met, further civil action may be pursued.

SOCIAL MEDIA

Laramie County Library System offers blogs, community reviews, patron comments and other social media tools as a way to achieve our mission statement. Library social media tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Library social media is intended to create an online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments may be moderated by library staff and the library reserves the right to remove comments that are unlawful or do not comply with the library's Code of Conduct.

Definition of Social Media

Social media is defined as any web application, site or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues.

Social media includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

Rules for commenting

Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

Posts containing the following are against library policies and may be deleted or removed by library staff:

1. Copyright violations
2. Off topic comments when a clear topic is designated
3. Commercial material/spam
4. Duplicated posts from the same individual
5. Obscene posts
6. Specific and imminent threats
7. Libelous comments
8. Images
9. Illegal items

By choosing to comment you agree to comply with library policy.

SMOKING

1. All facilities and vehicles of the Laramie County Library System are designated tobacco/smoke-free areas. Signs stating the buildings are tobacco/smoke-free facilities will be placed at all entrances.
2. Clearly marked designated tobacco use areas are located outside the Laramie County Library away from the entrances with outdoor seating, trash containers, and ash urns.
3. Employees who use tobacco may do so during their breaks in designated tobacco use areas.

STORAGE

Storage of items at the library will be limited to those of the library and library organizations.

TRESPASSING

Laramie County Library System will prosecute anyone caught attempting to climb on the building without the permission of the County Librarian. Anyone trespassing or loitering on the grounds after operating hours may be prosecuted. Laramie County Library System may have unauthorized vehicles parked on the grounds outside of operating hours towed at the owner's expense.

EMPLOYEE SECTION

ATTENDANCE/UNAUTHORIZED ABSENCE

1. Employees are expected to report for work in accordance with the work schedule and request leave according to the leave policy regarding the type of leave requested (vacation, military, bereavement, leave of absence).
2. Tardiness is unacceptable conduct which may result in disciplinary action.
3. When an employee fails to report to work at the designated time and fails to contact management this is considered an unauthorized absence. An unauthorized absence shall be leave without pay. After consultation with the employee's manager the County Librarian or designee may consider this cause for dismissal or as the employee's resignation.

BOOK ORDER, BOARD/STAFF/VOLUNTEERS

Board of Directors (System and Foundation), volunteers who have volunteered on a consistent basis for six months or more, and staff members may place personal orders for books through Technical Services, due to an agreement with Ingram (a book vendor) and the Laramie County Library Foundation (LCLF).

BREAKS/REST PERIODS

Laramie County Library System will provide breaks and rest periods as deemed appropriate by the County Librarian or designee and in compliance with federal, state and local labor laws.

CELLULAR PHONES, LIBRARY OWNED

1. Library employees may be issued a library cellular phones on a permanent or temporary basis or have access to one in a library vehicle as part of his/her regular duties.
2. The library's cellular phones are to be used for library business only.
3. The employee is responsible for any incoming and outgoing calls that are not related to library business while the phone is in his/her possession and will pay the cost of those calls.
4. The employee will immediately report to the County Librarian and the business office that the phone has been damaged, lost or stolen.
5. The employee is responsible for the cost to repair or replace the phone if it was damaged, lost or stolen while in his/her possession.

CHILD ABUSE, REPORTING POSSIBLE

In accordance with W.S. 14-3-205 as amended, if a library employee reports an incident of possible child abuse, witnessed while at work or on library property, to a child protective agency or local law enforcement agency, they will be doing so as a private citizen. Incidents of possible child abuse must be reported to a supervisor immediately and an incident report must be filled out. In accordance with Wyoming Public Records Act (W.S. 16-4-203 (d) (ix)) as amended, library records may not be used to determine the identity of a person.

CHILDREN UNATTENDED AT CLOSING

Any child (generally ten years of age and younger) who is waiting for an adult at closing must not be left unattended. The manager on duty (MOD) will use their best judgment in other situations. After reasonable attempts have been made to contact the child's guardian, law enforcement may be contacted.

CONTINUING EDUCATION

1. With the approval of the County Librarian and subject to budgetary limitations, tuition assistance (not to exceed the cost of one three credit hour course at LCCC) is available for courses deemed job related.
2. For Information Technology positions:
 - a. In the event that a position requires engineer level certification and LCLS hires someone who has experience, but is not certified, assistance may be given by providing training materials and paying for tests in accordance with established procedures. Assistance may be limited due to budgetary limitations.
 - b. For those who have the required certifications for their position, but the library sees a need for them to upgrade or be further certified, assistance may be given by providing training materials and paying for tests in accordance with established procedures. Assistance may be limited due to budgetary limitations.
 - c. Nothing in the preceding sub-sections shall be interpreted or construed to provide any right to further training or education nor to place an obligation upon LCLS to provide same to any employee. The providing of assistance or support for any education and/or training is solely within the discretion of LCLS.
3. Any employee requesting and being authorized to receive education or training shall execute an agreement with LCLS the terms of which will include a provision that if an employee leaves employment with LCLS for any reason within one year of the date of receiving tuition assistance, the employee will be required to reimburse the library for the costs of said assistance. The execution of such an agreement and this policy do not modify in any way the terms and conditions of the employment relationship between LCLS and the affected employee.

DEDUCTION FROM PAY

1. Laramie County Library System will comply with the salary basis requirements of the Fair Labor Standards Act (FLSA), as amended. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that LCLS does not allow deductions that violate the FLSA.
2. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor.
3. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

DISCLAIMER

The following disclaimer will be given to each employee to sign at the time of hire:

'Laramie County Library System is an at-will employer. Laramie County Library System can terminate any employee at any time for any reason. It is to be understood that the policies contained herein are NOT intended to be construed as part of any employment relationship and/or contract and are simply general statements of organizational policy. Further, these policies are subject to unilateral change by the employer, Laramie County Library System, under direction of its governing body, the Board of Directors of the Laramie County Library System. All Laramie County Library System employees serve at the pleasure of the County Librarian. The County Librarian serves at the pleasure of the Laramie County Library System Board of Directors.'

DOMESTIC PARTNER

1. The Laramie County Library System provides some of the same benefits to domestic partners of employees as provided to applicable family members.
2. An employee's domestic partner is a person of the same or opposite sex who meets all the following criteria:
 - a. The person is reported in an affidavit of domestic partnership satisfactory to LCLS
 - b. The person is an unmarried adult over the age of 18
 - c. The person has lived with the employee for at least 6 consecutive months prior to the date of the affidavit
 - d. The person is not legally married nor a domestic partner to anyone else
 - e. The person is financially interdependent with the employee

DRIVING LIBRARY VEHICLES

1. Library vehicles will only be used for library business. Drivers shall comply with all applicable laws of the State of Wyoming.
2. Prior to operating library vehicles, employees must have a valid driver's license. A copy of that license must be submitted to the Laramie County Risk Manager for a driving record check in order to be approved for insurance coverage.
3. The operation of library vehicles is a privilege which may be withdrawn at any time.
4. No employee will use a cellular phone while driving a library vehicle. If a call must be made or answered, driver will pull off the road and park prior to answering or dialing a call. If on the Interstate or other roadway with no designated parking spaces, driver must find an exit ramp, side road, parking lot or other safe place to park prior to using a cellular phone, unless it is an emergency.
5. No employee shall operate a vehicle for which he/she has not been adequately trained in safety procedures.
6. The Governmental Claims Act and the Self-Insurance Program apply when library vehicles are used within the scope of employment. The use of library vehicles for private benefit or transporting anyone who is not a library employee is prohibited and may subject the user to full personal liability in the event of any type of accident, unless separate agreement is in force.

DRUG-FREE WORKPLACE

It is the intent of Laramie County Library System to provide a drug-free workplace for its employees in accordance with the requirements of the U. S. Drug-Free Workplace Act of 1988.

EMERGENCY, ACCIDENTS/INCIDENTS

All accidents and incidents on library property or in library facilities will be reported to the County Librarian or designee. The Board of Directors directs the County Librarian or designee to comply with all local, state and federal laws regarding accidents and incidents.

EMERGENCY, TORNADO WARNINGS/BUILDING EVACUATION

Laramie County Library System is designated as a public civil defense shelter. During a tornado warning all patrons, volunteers and staff must seek shelter in the library's designated safe areas. If patrons, volunteers or staff do not wish to seek shelter in the designated areas they must leave the facility.

EMERGENCY, WEATHER CLOSURE

The County Librarian or designee is authorized by the Board of Directors to close any library facility, open on a delayed schedule, or to close a library facility early due to inclement weather.

EMPLOYMENT, BONUS

A lump sum in reward for superb performance may be granted at the discretion of the Laramie County Library Board of Directors taking the following guidelines into consideration:

1. Funds are available for the reward.
2. The employee has worked for Laramie County Library System more than 5 years.
3. The employee has improved service, created additional programming, secured grant funding or in some significant way made a long lasting effect on public service and internal operations of LCLS.
4. The employee has achieved these goals within the appropriate structure of their position, but in an innovative, team oriented, visionary way.
5. The employee's contributions have received local, regional or national attention in a positive and meaningful manner.
6. The employee's superb performance is consistent in relation to all job duties.
7. Employees who receive a bonus are eligible again in 2 years, i.e. if received in 2003, eligible again in 2005.

EMPLOYMENT, EQUAL OPPORTUNITIES

1. Equal employment opportunities shall be provided in the administration of all personnel practices such as recruitment, appointments, promotions, discipline, retention, training and other benefits, terms and conditions of employment in a manner which does not discriminate on the basis of race, color, creed, sex, national origin, age, political affiliation, handicap (except where handicap is an occupational disqualification), or any other non-merit factor.
2. Any claim of discrimination or sexual harassment will immediately be disclosed to the employee's supervisor or the Assistant County Librarian or the County Librarian or a member of the County Attorney's Office. The County Librarian and County Attorney will be informed of all reports of this nature.
3. Applications and resumes will be accepted at any time for the positions of Temporary Summer Help and positions requiring a Master's of Library Science.
4. Applications for all other positions will only be accepted if a position is open and has been announced externally.

EMPLOYMENT, EVALUATION

1. All employees will be evaluated annually during the month of the employee's hiring date anniversary, or if the employee changes positions, on the anniversary of that date.
2. A supervisor who fails to complete an annual evaluation within a month of the anniversary date will have this reflected on his or her annual evaluation.
3. Merit increases will be determined using the evaluation tool and merit matrix.
4. Merit increases, if warranted, will be effective the first day of the month or the start of the pay period following the evaluation.
5. Employees who are red lined (at the maximum pay rate for their pay grade) will be compensated via a bonus system based on their performance evaluations as applied to the merit increase matrix. The bonus will consist of a dollar amount equal to the percent of their merit increase applied to the dollar amount the merit increase places their compensation above the top wage for their pay grade.
6. Merit increases will be provided contingent on available funds.
7. A salary survey may be completed periodically to ensure salaries are competitive for all library positions. Adjustments to salaries (contingent on available funds) may be provided to remain competitive within the market.

EMPLOYMENT, HIRING/TRANSFER/PROMOTION

1. Current employees may be transferred to vacant or realigned positions. Vacant positions may be posted internally prior to advertising outside the organization or at the same time as external advertising occurs. The final hiring decision is made on the basis of the best-qualified applicant and selection of the internal applicant is by no means automatic.
2. Relatives of persons currently employed by Laramie County Library System may be appointed or hired to a position only if they will not be working directly for or supervising relatives; or occupying a position in the same line of authority within the organization. Due to the size of the organization and the chain-of-command, no relative of the management team will be eligible for employment. A relative is defined as anyone related by blood, adoption, marriage or domestic partnership.
3. Employees who have worked in positions with the title 'Assistant' and where there is a position with the title 'Senior Assistant' will be eligible for the Senior Assistant position when they meet the following criteria: a) have worked in the Assistant position for seven or more years and or have commensurate experience, b) have had their last four evaluations be an overall of three or four, and c) have additional responsibilities in relation to other Assistant positions within the division. Appointment to the Senior Assistant is not automatic.

EMPLOYMENT, PAY PERIOD/WORK WEEK

PAY PERIOD

Pay periods for salaried employees are one month figured from the first day of the month through the last day of the month. Normal pay periods for hourly employees are from the Monday prior to the LCLS board meeting through the Sunday prior to the next LCLS board meeting. Vacation and sick leave for all employees is determined by this pay period. Compensation is made once a month on the last day of the month falling on a weekday that LCLS is open.

WORKWEEK

The workweek runs from 12:01 am Monday through Sunday midnight. The standard full-time staff member's workweek is 38 hours which, for administrative purposes, is considered to be 165 hours per month. The workweek for part time employees is prorated.

EQUIPMENT AND MATERIALS, BOARD/STAFF/VOLUNTEERS

1. The Board of Directors (System and Foundation), volunteers who have volunteered consistently six months or more and staff may borrow material and equipment under the same terms and conditions as the public, except that:
 - a. They are not charged overdue fees for print materials.
 - b. They may check out AV materials without charge for a 24-hour period.
 - c. Staff/volunteers under 18 years of age must have a parental statement on file assuming responsibility for these materials.
 - d. No renewals are allowed.
 - e. They may check out the 35mm projector for personal, in-home use for a 24-hour period.
 - f. Bookings may be made no more than 24 hours in advance.
 - g. If the projector is booked more than 24 hours in advance, the full fee must be paid.
 - h. This privilege does not apply if the equipment is to be used for a club or group to use. In such a case, the full fee must be paid.

2. Members of the Board of Directors (System and Foundation) are asked at the time of their orientation if they wish to have their library card changed to a staff privilege card. New employees and volunteers must ask a staff member at the Cards and Accounts Desk to change their library card record to a staff privilege level so that the above privileges will be in place in the individual's automated library account.

EQUIPMENT AND MATERIALS, SALE OF

No items donated to the library, or surplus equipment nor items removed from collections due to collection management procedures will be sold to staff, volunteers or any other entity, except at regular book sales, without the approval of the County Librarian or designee. Donated items become the property of Laramie County Library Foundation until such time as the Foundation transfers the items to the Laramie County Library System.

EQUIPMENT AND PROPERTY, USE OF

1. Equipment within library facilities belongs to the Laramie County Library System or the Laramie County Library Foundation unless otherwise noted. (i.e. genealogy computer belonging to LDS Church, etc.)
2. Use of equipment is considered library business and products generated on equipment belong to the library. (i.e. laminating, Ellison machine, etc.)
3. No employee, manager, administrator, board member or volunteer shall use or permit use of library property for other than official activities or as stated in meeting room policies.
4. Employees, managers, administrators, board members and volunteers shall protect and conserve library property, equipment, and supplies entrusted or issued to them.
5. Employees may use battery operated personal listening devices (such as MP3 players, iPod, radio, tape player, etc.) with headphones, in non-public areas, at a volume that cannot be heard by other employees working nearby. These devices may only be used in non-public areas and must not interfere with or compromise job duties, safety or communication with other employees or the telephone.
6. Administrators, Managers and Assistant Managers may use private cellular phones while working as the manager on duty. Otherwise, use of personal cellular phones in the public areas is not permitted.

EVENTS, BOARD/ STAFF/VOLUNTEERS

1. Private celebrations or celebrations for a single division may not be held in the staff lounge or other library facilities.
2. Participation in any private library celebration is voluntary.
3. For events held by the Laramie County Library Foundation or as directed by the County Librarian on library property, alcoholic beverages may be served.

FAXING SERVICES

Library staff members are subject to the same fees for personal use of library fax machines. Please refer to: **PUBLIC SECTION – FAXING SERVICES** for the fee structure.

GRIEVANCES

1. By definition, grievance means a complaint by an employee concerning the interpretation or application of a given provision of the personnel policy. Matters related to management's prerogative to conduct the affairs of the Library, such as job assignments and compensation, are not authorized within the scope of this policy.
2. Informal discussions between the employee and his or her immediate supervisor are initially required. The employee is responsible for presenting his or her complaint to his or her immediate supervisor. The supervisor and the Assistant County Librarian are responsible for evaluating the employee's complaint in compliance with existing personnel policies. If the complaint is not satisfactorily resolved at the informal discussion level, the employee may file a formal written grievance with the County Librarian.
3. In the event that the employee's immediate supervisor is the source of the grievance, the employee may present his/her complaint to the next level of supervision.
4. Formal written grievances must be filed in writing within thirty (30) calendar days from the date of the occurrence of the incident upon which the complaint is based. The employee shall submit the original copy to the County Librarian and retain a copy. Within ten (10) business days of the date on which the written grievance is received, the County Librarian shall investigate the matter and give a decision, in writing, to the employee on the original copy of the grievance.
5. If the grievance is not satisfactorily resolved by the County Librarian, then within five (5) business days from his or her receipt of the County Librarian's written decision, and using the returned original copy of the grievance, the employee may appeal directly to the Board of Directors. The Board of Directors will handle employee grievances in Executive Session in accordance with the Public Meetings Act (W.S., 16-4-405) as amended.

INSURANCE, DENTAL

Participation in a group dental insurance plan is available through the Laramie County Library System. Both full-time and part-time employees may participate in the library's dental plan. Participation in the plan is voluntary. Enrollment is subject to current policy provisions. Regular part-time employees who have medical insurance coverage (from the library or elsewhere) may participate at their expense.

INSURANCE, LIFE

Participation in a group life insurance plan is available through the Laramie County Library System. The death benefit is \$25,000. Participation in the plan is voluntary. Enrollment is subject to current policy provisions.

INSURANCE, MEDICAL

Participation in a group health insurance plan is available through the Laramie County Library System. Participation in the plan is voluntary. Enrollment is subject to current policy provisions. Participation in the plan is offered to staff working 32 hours or more per week.

INSURANCE, PREMIUM PAYMENT PLAN

Participation in an insurance premium payment plan is available through the Laramie County Library System. A copy of the complete plan will be kept in the business office for employee viewing.

LEAVE, BEREAVEMENT

1. The Board of Directors will allow up to three (3) regularly scheduled workdays of paid bereavement leave for the death of immediate family. For this policy 'immediate family' is defined as follows:
 - a. Spouse or domestic partner
 - b. Children and spouses thereof or children of a domestic partner and spouses thereof. Children include biological children, adopted children, stepchildren.
 - c. Parents, grandparents, siblings and grandchildren of the employee and the employee's spouse or domestic partner
2. Any additional leave needed by the employee will be taken as sick or vacation leave as designated by the employee.
3. Although no vacation normally accrues for new employees for the first six months of employment, vacation leave may be used to supplement bereavement leave during that time.
4. In the event of a funeral for a present or past employee (or person deemed significant to the library by the Board of Directors or designee) regularly scheduled working staff will be granted up to one day of bereavement leave to attend the funeral as long as the public desks are adequately staffed. If the public desks cannot be adequately staffed the Board of Directors or designee may close the library.

LEAVE, FAMILY AND MEDICAL

The Family and Medical Leave (FMLA) policy of Laramie County Library System shall be in accordance with the Public Law 103-3 Family and Medical Leave Act 1993 as amended. The Family and Medical Act entitles eligible employees to take up to twelve (12) weeks unpaid, job-protected leave in a twelve (12) month period for specified family and medical reasons.

LEAVE, HOLIDAYS/CLOSURES

Full-time regular employees and full-time temporary employees whose temporary position is projected to last more than one month are paid the following number of hours for the stated holiday. Part-time benefited employees receive pay in proportion to the hours they work per week. Other temporary employees and pages (both full and part-time) will not be paid for holidays. Employees are not paid for closures.

PAID HOLIDAYS ARE:

New Year's Day	8 hours	Labor Day	8 hours
President's Day	7 hours	Veteran's Day	8 hours
Memorial Day	8 hours	Thanksgiving Day	8 hours
Independence Day	8 hours	Day after Thanksgiving	7 hours
*Cheyenne Day	7 hours	Christmas Eve	8 hours
		Christmas Day	7 hours

*Employees working the Cheyenne facility and bookmobile take this holiday on the Wednesday of Cheyenne Frontier Days week. Employees in Burns take this holiday on Burns Day and employees in Pine Bluffs take this holiday on the Saturday of Trail Days.

CLOSURES ARE:

Easter Sunday
6 pm on the eve of Thanksgiving Day
6 pm on New Year's Eve

LEAVE, JURY SERVICE

1. Laramie County Library System employees shall be granted leave for required jury duty.
2. Employees required to serve on jury duty will be paid by the Laramie County Library System the difference between the amount received by the employee from the Court for service as a juror and the amount of monthly pay normally received by the employee from the Laramie County Library System.
3. An employee may choose to take vacation leave during jury duty, thus receiving their regular pay from LCLS plus the payment given for jury duty.
4. To receive compensation for jury service from the Laramie County Library System, the employee must present the summons from the Court activating them for jury duty to the County Librarian prior to their first day of jury service. Additionally, the employee must present documentation for jury pay received from the court, prior to remuneration by the Laramie County Library System.

LEAVE, MANAGERIAL EDUCATIONAL

Managers and Assistant Managers may apply in writing to the County Librarian for two weeks paid leave in a calendar year for the purpose of higher education. Said leave will not be taken from accrued vacation or sick leave and will not be considered time worked. See also **LEAVE – OF ABSENCE**.

LEAVE, MATERNITY/PATERNITY

1. Employee may use all accrued sick leave and vacation, in accordance with Public Law 103-3 Family and Medical Leave Act 1993 as amended, or may choose to request unpaid leave.
2. Sick leave donations may not be requested for maternity/paternity leave in lieu of unpaid leave if all accrued sick and vacation leave have been exhausted.

LEAVE, MILITARY TRAINING

1. The Laramie County Library will comply with State and Federal law with regard to Military leave and other employment benefits related to military service and imposed by law including, but not limited to compliance with the Wyoming Military Service Relief Act, W.S. § 19-11-101 et seq. (as amended). As of the date of the enactment of this policy, said Act states in part:
 - (a) Any member of the Wyoming National Guard or United States military forces reserve who is an officer or employee of this state or any political subdivision, municipal corporation or any public agency or entity of the state, including community colleges, shall be given a military leave of absence with pay at the regular salary or wage which the employee normally receives, not to exceed fifteen (15) calendar days in any one (1) calendar year to perform service in the uniformed services in addition to any other leave or vacation time to which the person is otherwise entitled.
 - (b) Subject to the conditions prescribed in paragraphs (c) (i) through (v) of this section, any officer or employee of the state or any political subdivision, municipal corporation or public agency of the state who has been employed for one (1) year and who is a member of the national guard or any other component of the military forces of the state, a member of the reserve forces of the United States or who is inducted into the military service of the United States, is entitled to leave of absence from his public office or employment without pay but without loss of seniority, status, efficiency rating, vacation, sick leave or other benefits while he is engaged in active military training or service ordered or authorized by proper authority pursuant to law exceeding fifteen (15) days in any calendar year. Such leave is in addition to any other military leave or vacation time to which the officer or employee may be entitled by law if the required military service is satisfactorily performed, which is presumed unless the contrary is established.
2. Notification of or claims for such military leave must be given in writing to the County Librarian or designee and the employee may be required to submit further documentation or information in support of any claim for military leave.

LEAVE OF ABSENCE

1. Leaves of absence without pay will generally not be granted to employees with less than three (3) years of service, except in the case of Family Medical Leave Act (FMLA) situations.
2. Employees with three or more years of service may request leaves of absence for up to three months if all vacation or other applicable leave is exhausted. Leaves of absence may be for the following reasons:
 - a. extended travel abroad
 - b. education
 - c. urgent personal business
 - d. family emergency not covered under FMLA
3. An employee serving in the legislature or other similar elected office may request vacation leave or a leave of absence without pay.
4. While on a leave of absence, an employee's group health insurance, dental insurance and life insurance are maintained at the same level before leave began. However, the employee must pay 100% of the insurance premiums during the leave of absence for any month the employee doesn't receive a paycheck. If the employee receives a paycheck for working part of the month, insurance premiums will be paid at the same ratio between the Laramie County Library System and the employee as before the leave of absence via payroll deduction.
5. Employees do not accrue vacation or sick leave during a leave of absence.
6. If an employee fails to return to work at the end of the leave of absence and has not made other arrangements with the County Librarian or designee, the employee is deemed to have resigned.

LEAVE, PERSONAL DAY

1. Employees employed on July 1st of every year will be credited with one personal day which may be taken prior to July 1st of the following year. Personal days may not be carried over from one year to the next.
2. Part-time employees will receive one personal day as calculated for an 8 hour holiday.

LEAVE, SICK LEAVE DONATIONS

1. Employees must have been employed by the Laramie County Library System for at least twelve (12) months and have worked at least 1,600 hours (or in the case of regular part time employees a pro-rata share based on the number of hours regularly scheduled) in the year preceding the date of request to be eligible for requesting sick leave donations as an employee in need.
2. An employee is considered in need if:
 - a. They or an immediate family member is unable to work due to severe injury or illness.
 - b. They have exhausted all accrued vacation and sick leave.
 - c. Their physician will not allow them to return to work for health reasons.
 - d. A physician for an immediate family member states they are needed to provide primary care for that individual.
3. For the purposes of this policy, an immediate family member is defined as follows:
 - a. Spouse or domestic partner
 - b. Children, including adopted children, stepchildren or children of a domestic partner
 - c. Parents
4. Under the Family and Medical Leave Act 1993, employees are entitled to 12 work weeks of leave during a 12 month period. (See Leave – Family and Medical) If an employee has used all of his/her sick leave and vacation time and needs additional sick leave, he/she becomes an ‘employee in need.’
5. Sick leave donations may not be requested for maternity/paternity leave in lieu of unpaid leave if all accrued sick and vacation leave has been exhausted.
6. Regular part-time and full-time employees, both exempt and non-exempt, may donate sick leave to any fellow employee in need as long as their sick leave balance does not fall below two weeks of sick leave based on the number of hours authorized to work.
7. The County Librarian or designee has the final decision.
8. All donations of sick leave are strictly voluntary.

LEAVE, SICK LEAVE, GENERAL

1. All employees, except shelvers, student assistants, temporary help and relief workers accumulate sick leave at the rate of .0611 of the hours worked.
2. The maximum accumulation for employees hired before June 1, 1979 who has more than 60 days of accumulated sick leave on 9/1/79 and whose accumulation remains above 60 days is 100 days.
3. The maximum accumulation for all other employees earning sick leave is 60 days. The maximum for part-time employees will be proportional.
4. Sick leave shall be integrated with workers' compensation payments when said leave exceeds five days.
5. Sick leave may be taken for either sickness or injury of the employee or for the care of a child, spouse, domestic partner, or parent who is ill. Employees are expected to try and schedule routine planned examinations during non-working hours.
6. If sick leave is exhausted, it will be supplemented with vacation. If all leave is exhausted, loss of pay will result, or employee may ask for donations of sick leave. Part-time employees will be given the opportunity to make up the lost time to the extent that it can be done without incurring overtime.
7. Sick leave is not applicable while on vacation, but the start of a planned vacation may be deferred if an employee is out sick.
8. Absences of more than three days may require a doctor's certificate to return work. Medical documentation should be forwarded to the Assistant County Librarian or designee. Medical certificates may be required by the County Librarian or designee for any absences charged against sick leave.
9. Any pattern in the use of sick leave, such as calling in sick in conjunction with a weekend, holiday or vacation on a regular basis, frequent use of sick leave or falsification of reasons for use of sick leave may result in disciplinary action.
10. Sick leave will **not** be paid unless the employee follows established procedures for calling in sick.
11. In the event of absence resulting from an injury compensable under the Worker's Compensation Act, the employee shall receive sick leave benefits to supplement

payments made under the Worker's Compensation Act sufficient to provide the employee full pay, with charges made against sick leave accruals until accrued sick leave is exhausted.

LEAVE, SICK LEAVE, PAYMENT AT TIME OF TERMINATION

1. For all employees hired on or after June 1, 1979: 5 or more years continuous service: 25% of accumulated sick leave (payment at current salary rate).

LEAVE, VACATION ALLOWANCE, PAYMENT AT SEPARATION

Upon being separated from employment with Laramie County Library System, employees who have more than six months of continuous service at the time of their separation shall be paid for their allowable accumulated unused vacation leave at their current salary rate. Only upon leaving the employment of the Laramie County Library System shall employees be entitled to pay in lieu of using vacation leave.

LEAVE, VACATION ALLOWANCE, Staff hired prior to 9/30/83

1. All employees hired prior to 9/30/83, except student assistants and shelvers, temporary help, relief workers, and administrative officers, will receive paid vacation according to the following schedule:
 - a. up to start of fourth year of continuous service .0611 of time worked
 - b. four through 14 years of continuous service .1062 of time worked
 - c. 15 or more years of continuous service .1301 of time worked

2. The County Librarian and Assistant County Librarian will receive paid vacation according to the following schedule:
 - a. County Librarian .1301 of time worked
 - b. Assistant County Librarian
 - i. up to start of fourth year of continuous service .0832 of time worked
 - ii. after 15 years of continuous service .1301 of time worked

3. Increases in vacation allowance will be implemented at the beginning of the pay period in which the anniversary date falls.

4. If an employee takes a leave of absence, their service will be regarded as continuous, but the leave time will not count toward years of service. (i.e. employee works from 1979 to 1982, then takes a leave of absence from 1982 to 1983, returning to work from 1983 until retirement in 1998. This employee has 18 years of continuous employment, but only 15 years of service.)

5. Maximum permitted accumulations of vacation time for full-time employees are listed below. Maximums for part-time employees will be proportional. Vacation leave earned in excess of the maximum will not be credited. (for exception process, see **VACATIONS, SCHEDULING**, etc.)
 - a. employees at .0611 rate 114 hours
 - b. employees at .0832 rate 152 hours
 - c. employees at .1062 rate 190 hours
 - d. employees at .1301 rate 228 hours

6. For purposes of vacation leave, 'time worked' means actually worked normal work hours and holiday hours. Sick leave and vacation hours do not count toward 'time worked.'

LEAVE, VACATION ALLOWANCE, Staff hired after 9/30/83 but before 6/30/97

1. Employees will not accumulate vacation and may not take vacation until such time as they have been employed by the Laramie County Library System continuously for a period of six months. After six months continuous employment, the vacation benefit will be deemed to become effective as of the date of employment.
2. All employees hired after 9/30/83, except student assistants and shelvers, temporary help, relief workers and administrative officers, will receive paid vacation according to the following schedule:
 - a. up to start of sixth year of continuous service .0611 of time worked
 - b. six through 14 years of continuous service .1062 of time worked
 - c. 15 or more years of continuous service .1301 of time worked
3. The County Librarian and Assistant County Librarian will receive paid vacation according to the following schedule:
 - a. County Librarian .1301 of time worked
 - b. Assistant County Librarian
 - i. up to start of sixth year of continuous service .0832 of time worked
 - ii. after 15 years of continuous service .1301 of time worked
4. Increases in vacation allowance will be implemented at the beginning of the pay period in which the anniversary date falls.
5. Monthly reports will be issued to each employee with their paycheck or as soon after the first of each month as is possible.
6. If an employee takes a leave of absence, their service will be regarded as continuous, but the leave time will not count toward years of service. (i.e. employee works from 1979 to 1982 then takes a leave of absence from 1982 to 1983, returning to work from 1983 until retirement in 1998. This employee has 18 years of continuous employment, but only 15 years of service.)
7. Maximum permitted accumulations of vacation time for full time employees are listed below. Maximums for part time employees will be proportional. Vacation leave earned in excess of the maximum will not be credited.
 - a. employees at .0611 rate 114 hours
 - b. employees at .0832 rate 152 hours
 - c. employees at .1062 rate 190 hours
 - d. employees at .1301 rate 228 hours
8. For purposes of vacation leave, 'time worked' means actually worked normal work hours and holiday hours. Sick leave and vacation hours do not count toward 'time worked.'

LEAVE, VACATION ALLOWANCE, Staff hired after 6/30/97

1. Employees will not accumulate vacation and may not take vacation until such time as they have been employed by the Laramie County Library System continuously for a period of six months. After six months of continuous employment, the vacation benefit will be deemed to become effective as of the date of employment.
2. Employees hired after 6/30/97, except student assistants and shelvers, temporary help, relief workers, administrative officers and those noted below, will receive paid vacation according to the following schedule:
 - a. up to start of third year of continuous service .0400 of time worked
 - b. three through five years of continuous service .0611 of time worked
 - c. six through 14 years of continuous service .0832 of time worked
 - d. 15 through 20 years of continuous service .1062 of time worked
 - e. 20 or more years of continuous service .1301 of time worked
3. The County Librarian, Assistant County Librarian and division managers will receive paid vacation according to the following schedule:
 - a. County Librarian .1301 of time worked
 - b. Assistant County Librarian
 - i. up to start of sixth year of continuous service .0832 of time worked
 - ii. six through 15 years of continuous service .1062 of time worked
 - iii. after 15 years of continuous service .1301 of time worked
 - c. Division Managers
 - i. up to start of sixth year of continuous service .0611 of time worked
 - ii. six through 14 years of continuous service .0832 of time worked
 - iii. 15 through 20 years of continuous service .1062 of time worked
 - iv. 20 or more years of continuous service .1301 of time worked
4. Increases in vacation allowance will be implemented at the beginning of the pay period in which the anniversary date falls.
5. Vacation will be credited monthly based upon payroll cycle periods. If an employee takes a leave of absence, their service will be regarded as continuous, but the leave time will not count toward years of service.
6. Maximum permitted accumulations of vacation time for full-time employees are listed below. Maximums for part-time employees will be proportional. Vacation leave earned in excess of the maximum will not be credited. (for exception process, see **VACATIONS, SCHEDULING**, etc.)
 - a. employees at .0400 rate 76 hours
 - b. employees at .0611 rate 114 hours
 - c. employees at .0832 rate 152 hours
 - d. employees at .1062 rate 190 hours

e. employees at .1301 rate 228 hours

7. For purposes of vacation leave, 'time worked' means actually worked normal work hours and holiday hours. Sick leave and vacation hours do not count toward 'time worked.'

LEAVE, VOTING LEAVE

Employees shall, at the time specified by the supervisor, be allowed one (1) hour of leave with pay for the purpose of voting in an official public election, if that employee does not have three consecutive hours off when the polls are open. Employees must notify their supervisor, in advance of Election Day, of their desire to take the hour for the purpose of voting. (W.S. 22-2-111) as amended.

NETWORK/COMPUTER SYSTEMS

1. Employees with individual logins and passwords are responsible for keeping the password secret; employees working in areas where passwords are shared must keep passwords secret from anyone not authorized to have those passwords. These policies apply to both local area network passwords and library automated system passwords. The Manager, Information Technology Services maintains a master password list.
2. Passwords must be changed every **6 months**.
3. Employees are not allowed to load any additional software or upgrades to software onto computers other than what has been loaded by or approved by the Manager, Information Technology Services. If there is a need for a unique screen saver or program (i.e. bats on the children's room computers around Halloween, testing different terminal emulator programs to solve a compatibility problem, etc.) the employee must discuss the need with the Manager, Information Technology Services. The Manager of Information Technology Services may reject the request, authorize the employee to load the item or may load it for the employee. The Manager, Information Technology Services will document all software that has been authorized for each workstation.
4. Unauthorized software loaded on an employee's workstation may result in disciplinary action.
5. E-mail, computer hardware and software, fax, voice mail systems and access to the Internet are the property of LCLS. Anything created or loaded on these systems becomes the property of LCLS. Electronic systems shall be used for official LCLS business only and may not be used for private or personal use unless allowed by policy.
6. Employees have no privacy rights to the content of e-mail messages, and LCLS has the right to review, monitor, audit, intercept, copy, download and disclose any communications or files created or maintained on information systems at any time, without prior notice. The use of authorized passwords by employees should not be construed as creating a private communication medium. All messages on the e-mail system can be traced to the author even after they are deleted. All e-mail messages are subject to discovery orders in litigation matters.
7. Materials of a sensitive nature or which constitute LCLS confidential information are appropriately encrypted to prevent interception by third parties. Electronic information marked 'confidential' shall not be accessed without authorization.
8. Use of the e-mail, computer, fax, voice mail systems and access to the Internet shall be held to the same standard as all other business communications, including

compliance with laws and policies regarding discrimination and harassment. The County Librarian, Assistant County Librarian or division manager shall be notified of unsolicited, offensive materials received by any employee on any of these systems. No spamming, virus alerts, chain letters or 'for sale' e-mails may be sent via e-mail.

9. Information on the Internet may be protected by copyright law. Before downloading any information from the Internet, creating a web page with links to other material, or using others' materials, the employee shall consult with the Manager, Information Technology and the County Librarian if appropriate.
10. Employees are expected to maintain their user's directories by deleting old or unused files on a regular basis.
11. Personal hardware, i.e. monitors, keyboards, a mouse, etc., may not be used on library workstations.
12. Only if an employee's home computer has virus protection software and is up-to-date with signature files may they share disks between home PCs and library workstations.
13. Failure to comply with these policies or failure to consent to any review, monitor, audit, interception, copy, download or disclosure of any communications or files may result in disciplinary action or termination following investigation.

PATRON PRIVACY

Laramie County Library System shall act in accordance with W.S.16-4-203 (d)(ix) as amended which protects library circulation and registration records from public disclosure.

PAYCHECKS

Stop payment and replacement of a paycheck will result in a fee to the employee in the amount of the current stop payment bank fee plus a \$10 processing fee. No check will be re-issued within 5 working days from the date the original check was issued unless there are extenuating circumstances as determined by the County Librarian or designee.

PAYMENT AT TERMINATION OF EMPLOYMENT

The Laramie County Library System will comply with W.S. 27-4-104, as amended, that states final paychecks for employees must be available within five working days of the employee's last day of work. The County Librarian is authorized to expend funds to comply with this statute.

RECYCLING

This policy is to ensure that operational recycling is available and practiced in the Laramie County Library to comply with the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) program requirements.

1. Paper recycling – acceptable paper will be separated and placed in paper-recycling containers throughout the building. The facilities staff will empty these containers as necessary and transport the paper to the nearest recycling center.
2. Cardboard recycling – cardboard boxes are to be reused in the facility to store miscellaneous items. Boxes that are not suitable for reuse will be broken down by the facilities staff and taken to the nearest recycling center.
3. Books – Discarded books and books that are not sold in the book sale room will be taken to the nearest recycling center.
4. Aluminum cans, glass and plastic – recycling bins for aluminum cans, glass and plastic are located throughout the building. The facilities staff will empty the bins and take the aluminum, glass and plastic to the nearest recycling center.
5. Telephone directories – when the new telephone directories are available, employees will bring their old directory to and pick up the new directory from the business office. After all directories have been exchanged, the facilities staff will take the old telephone directories to the nearest recycling center.

RETIREMENT

The Laramie County Library System provides retirement benefits through participation in the Wyoming Retirement System. An employee may qualify for retirement benefits under W.S. 9-3-415 (1997) as amended. For purposes of the Wyoming Retirement System only, part-time employees in regular positions working at least 25 hours per week but less than 32 hours per week will become members of WRS and LCLS pays both the employee's and the employer's share of Wyoming Retirement. Full-time employees and part-time employees meeting the above requirements will join Wyoming Retirement upon date of hire.

SALARY SCHEDULE

The Board of Directors shall periodically review Laramie County Library System's salary schedule. The board attempts to provide competitive salaries for all positions within the system. Salaries/hourly wages will be paid according to the approved salary schedule. A salary survey will be completed periodically to ensure pay grades are still within acceptable market value. Salary adjustments may be made contingent upon available funding.

SEXUAL HARASSMENT

1. Harassment on the basis of sex is a violation of civil rights and will not be tolerated by the Laramie County Library System. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when a) one's submission is made either explicitly or implicitly a term or condition of an employee's employment, b) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
2. Any claim of sexual harassment will immediately be disclosed to the employee's supervisor or the Assistant County Librarian or the County Librarian or a member of the County Attorney's Office. The County Librarian and County Attorney will be informed of all reports of this nature.

SOCIAL MEDIA

Employees who are involved in using social media to promote LCLS as part of their job duties will adhere to procedures that reflect the following concepts:

- a. Communication will be professional
- b. Facts will be accurate
- c. Those who post will clearly identify who they are and their job title
- d. Correct grammar, spelling and punctuation will occur
- e. Will respect the confidentiality of users as specified in W. S. 16-4-203 (d)(ix) as amended
- f. Will understand who their audience is and post with that audience in mind
- g. Will follow established procedures for dealing with inappropriate posts
- h. Will not respond to inappropriate posts without input from the person or group identified in the procedure for such circumstances
- i. Will write with brevity
- j. Will limit access and usage of social media to that related to their work

TIME KEEPING (TIME SHEETS)

Time records for non-exempt employees are used as document of record and a check that the agreed hours are actually worked. There is no expectation of employees to perform work before the start or after the end of their shift and employees may not do so. If an employee must perform work before or after their scheduled shift, prior permission must be obtained from the employee's supervisor. For public service staff, the end of shift at time of closing is the time that all patrons are out of the building and the closing checklist is completed.

TRAVEL

1. Library vehicles are to be used by licensed drivers, who are insurable under LCLS insurance coverage, for conducting authorized Library business. In no case shall these vehicles be used during non-working hours for personal errands or recreation.
2. Fines for any traffic violation are the responsibility of the person to whom the vehicle is assigned. Any traffic violations must be reported to the employee's supervisor immediately.
3. No library employee shall fly in an unscheduled aircraft while conducting library business without first receiving specific approval from the Board of Directors to do so, and at no time shall loaned or borrowed aircraft be used for any travel for library business.
4. If a private vehicle on library business is authorized in advance by the County Librarian or designee, reimbursement, not to exceed the federal standard for mileage allowance, or actual cost of gas, may be granted.
5. All mileage payments are based on the nearest practicable highway route between destinations as shown on official state maps plus a reasonable mileage for travel in and about the destination vicinity. In no case shall the amount paid exceed commercial economy airfare.
6. The availability of funds will determine if meals and non-alcoholic beverages only, can be reimbursed to employees while traveling on library business.