6. UNFINISHED BUSINESS

a. Policy Review

Overview:

Starting late last year, Ken, Currie and members of Leadership staff reviewed and proposed updates and changes for the following policies: 1.5, 3.3 and 3.5. Changes are based on new supporting documents, e.g. ALA's updated code of ethics, the evolution of library use, e.g. posting of community information and recommendations from the State Library, e.g. meeting rooms use and improper implication of library endorsement.

1.5 Code of Ethics of the American Library Association

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As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

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

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

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

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

<mark>Updated December 2023</mark>

3.3   *==Posting of Community Information and Materials==*
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As a public institution dedicated to freedom of speech and open access to ideas representing all points of view, the District provides space in the libraries for the posting of community information and promotional materials.

Permission to post materials in District facilities does not constitute an endorsement by the District, its Board of Trustees, or its staff, of a group's views or opinions.

The District strives to provide a neutral forum for information representing a diverse spectrum of community organizations, events and interests, regardless of beliefs or affiliations. Space for materials is limited. The District manages public display spaces to ensure equitable access for community groups wishing to promote services and events. To that end, the District has established procedures regarding time, place and manner for postings. The District reserves the right to revoke posting privileges at any time for violations of this policy or District procedures and guidelines.

Approved July 2010
Revised August 13, 2012
Revised July 11, 2016

==Updated January 26. 2024==
==Updated May 6, 2024==

3.5   Use of Meeting Rooms
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The District supports the free and open exchange of ideas on a wide range of subjects of interest to the community. To that end, the District provides meeting space, free of charge, <mark>on an equitable basis</mark>, for non-profit community groups regardless of their beliefs or affiliations.

Meeting rooms in Libraries
The Community Room at the Old Town Library and the Community Room at the Council Tree Library are designated primarily for use by the Poudre River Public Library District. The Community Room at the Harmony Library offers priority scheduling to Poudre River Public Library District and Front Range Community College. All three rooms offer next priority to other governmental entities such as the City of Fort Collins, Larimer County and Poudre School District.

Meeting room use
<mark>Groups must comply with the Library's Behavior Rules of use and all local, state or federal laws.</mark>

Public use of the meeting rooms is governed by procedures establishing the time, place and manner of use. Users of the meeting rooms must comply with procedures.

The District reserves the right to revoke meeting room use privileges at any time. The District reserves the right to cancel programs as needed due to weather, health, or safety concerns.

<mark>Groups are fully responsible for operating and managing their own events within the District's meeting rooms.</mark>

All meetings and programs held in District meeting rooms must be free and open to the general public.

Permission to use meeting rooms does not constitute an endorsement of a group's views or opinions by the District, its Board of Trustees, or its staff.

<mark>Promotions for groups using meeting rooms</mark>
<mark>Groups that reserve Library meeting rooms and choose to promote their meeting or event via flyers, signs, social media, press releases or other means are prohibited from implying that the District endorses or is acting as a partner or sponsor of the group's event or meeting. The District requests that groups promoting meetings in library spaces include the following language on all promotional materials such as posters, fliers and online postings:
"This event is not sponsored or endorsed by Poudre Libraries."</mark>

<mark>Revised January 2024</mark>
<mark>Revised May 6, 2024</mark>

	A	B	C	D	E	F	G
1	Policy Review 2024	Policy number	Policy name	Date updated last	Recommended frequency of review	Definition: Policy, Procedure, Rule/Guideline, Foundational statement or Values statement	Additional Recommendations & Notes
2	Highlighted =priority						
3	Section 1						
4	BOT & Organization	1.1	Board of Trustees Bylaws	?	3 years	Policy, bylaw	Checking to see if bylaws were amended after we updated mission and values
5		1.2	Mission and Values Statements	Jan-18	3 years	Values statement	
6		1.3	Defense & Indemnification	Mar-07		Policy	
7		1.4	Ethics Statement -- PL Trustees	Jun-12		Foundational statement	
8		1.5	ALA Code of Ethics	Jan-08		Foundational statement	Review and revise Spring/Summer 2024
9		1.6	Discussion & Endorsement of Ballot Measures	Oct-08		Policy	
10		1.7	BOT Reimbursement	Mar-08		Policy	This policy appears in two places--here, and at 2.3
11		1.8	Professional Dues	?		Rule, guideline	Most appropriate to include in personnel policies
12		1.9	Interim Library Operations	Dec-07		Temporary policy from period before District adopted own policies	Repeal and remove
13		1. 10	Organizational Chart	Jun-17		Operational	remove from policy
14							
15	Section 2						
16	Finance & Business Policies	2.1	Audit	May-10	3 years	Policy	Review and revise Spring/Summer 2024
17		2.2	Budget	?	3 years	Policy	
18		2.3	Trustee Reimbursement	Mar-08		Redundant with 1.7	This policy appears in two places--here, and at 1.7. Remove from 2.3
19		2.4	Investment	12/2007? *	3 years	Policy	*COFC Investment Policy adopted in 2007. Review COFC Policy. Policy states COFC policy included as an appendix to this policy. Not present
20		2.5	Capital Asset	May-10	3 years	Policy	
21		2.6	Debt	May-10	3 years	Policy	
22		2.7	Procurement	Jan-21	3 years	Policy	Review and revise in light of IGA with City--Spring/Summer 2024
23		2.8	Purchasing Card	May-10	3 years	Procedure (staff audience)	
24		2.9	Banking	May-10	3 years	Policy	Evaluate for adequacy
25		2. 10	Whistleblower	undated		Personnel policy (staff)	Evaluate for location--may move to or already be covered in personnel
26		2.11	Record Retention	Jun-16		Policy	Review 2024/25
27		2.12	Gifts & Sponsorships	Apr-23		Policy	Recently updated
28		2.13	Partnerships	May-23		Policy	Recently updated
29							
30	Section 3	3.1	Staff Use of Digital Property	undated		Personnel policy (staff)	Review--addressed in personnel policies?

	A	B	C	D	E	F	G
31	Property & Risk Management	3.2	Disaster Recovery	Jan-16		Policy	
32		3.3	Exhibits and Posting of Materials	Jul-16		Policy	Review and revise Spring/Summer 2024
33		3.4	Firearms Resolution	Jul-10		Policy	
34		3.5	Use of Meeting Rooms	undated		Policy	Review and revise Spring/Summer 2024
35		3.6	Behavior	May-22		Policy and Rule/Guideline	
36	Policy Review 2024	Policy number	Policy name	Date updated last	Recommended frequency of review	Is It A: Policy/Procedure/Combination/Other?	Additional Recommendations & Notes
37		3.8	Hours of Operation & Emergency Closures	Jan-16		Policy	
38		3.9	Naming Opportunities	Apr-11		Policy and Rule/Guideline	
39		3. 10	Motor Vehicle Transportation	Jan-16		Personnel policy (staff)	
40		3.11	Solicitation and Petitioning	Jul-16		Policy and Rule/Guideline	Incorporate into behavior rules
41		3.12	Security Cameras	Oct-16		Policy	
42		3.13	Photography	Feb-20		Policy	
43							
44	Section 4	4.1	Programming	Oct-21	3 years	Policy	
45	Service Policies	4.2	Public Access to Internet/Wireless	undated		Policy	
46		4.3	Lending	undated		Policy and Rule/Guideline	Review and revise Spring/Summer 2024
47		4.4	Colorado Library Card	Feb-11		Policy	Add to Lending Policy
48		4.5	Unattended Children	Feb-11		Policy	
49		4.6	Social Media	Apr-21		Policy	
50							
51	Section 5	5.1	Collection Development	Feb-21	2 years	Policy	Review and revise Spring/Summer 2024. Change to "Collection Management"
52	Collections Policies						
53							
54	Section 6	6.1					
55	Personnel Policies				2 years		
56							
57	Section 7	7.1	Serving People with Disabilities	undated		Policy	Inadequate--revise and expand
58	Federal & State Law	7.2	Request for Public Records--Research and Retrieval	undated		Policy	