

Hudson Public Library Policies and Procedures

Revised and Reviewed 2/20/2019

Approved 3-20-2019

Introduction

The Hudson Public Library was established in 1953.

In 1986 we became a part of the newly formed Weld Library District. The Weld Library District is comprised of a branch library system, bookmobile services and six autonomous member libraries. The branch library system and member libraries are each governed by their own separate boards of trustees.

The policies in this manual are the approved policies of the Hudson Public Library. Branch and member libraries each have their own unique policies.

In conducting its services and programs, the Library will maintain non-partisanship and objectivity to support the individuality of the residents and will provide its service in an atmosphere of warmth and welcome. The facilities and grounds will provide an environment that is welcoming, physically comfortable, clean, safe and ADA-compliant.

Mission

The Mission of Hudson Public Library is to offer free access to information, materials and services to all our residents and to stimulate ideas, advance knowledge, and enhance the quality of life.

The Library is for everyone's enjoyment. The Hudson Public Library supports the rights of all individuals to:

- Use the Library without discrimination**
- Receive friendly, courteous and respectful service**
- Have free and equal access to information**
- Have a clean, comfortable and pleasant environment**
- Use the Library undisturbed without threat of harm, invasion of property, or interference**

Circulation Policy

Patron Registration

Anyone can get a library card at branch and member libraries. Library cards are free of charge. A replacement fee will be charged for a lost or damaged card.

Verification

Valid forms of identification showing a current address within the Weld Library District boundaries are required for a card. Photo identification must show proof of current address. Acceptable forms of picture I.D. include a driver's license, consulate card, passport, military I.D., state I.D., school I.D., or permanent resident card. In the event of a license without the current address proof of address can include mortgage papers, phone bill, printed checks with current address, utility bill, or voter registration card. The identification is closely examined to ensure that the picture matches the person.

The WLD participates in the Colorado Library Card program, CLC, so a person who resides outside the WLD, but in an area served by another library system, may receive a library card from WLD.

Definition of a CLC borrower: Anyone residing in the state of Colorado paying local taxes or fees for library service. This can be either publicly or through higher education. Residents who do not pay local taxes or fees are not eligible.

CLC borrowers must have a picture I.D. proof of address and their home library card to obtain a Weld Library District card.

Borrowing Privileges

Loan Period

Movies and children's videos – 1 week

Everything else-3 weeks

E-books 7, 14 or 21 days (patron's choice)

Borrowing Privileges

50 items checked out per library card

Limited to:

-15 media items (DVD's, CD'S, TV series)

-15 Audiobooks

-10 Audio ebooks or ebooks

Check Out Limits

- **Resident Card – 50 items**
- **CLC card- 10 items**
- **CLC borrowers have access to Overdrive downloadable materials**
- **CLC borrowers do not have remote access to other databases per licensing agreements**
Any borrower may use the databases within the library
- **Limited Card – 5 items**
- **Net Library Card- no items**

Renewals

Renew items up to 3 times as long as there are no requests for the materials. Does not include Interlibrary loan items or equipment.

Requests

You May request items from other locations within the District

Interlibrary Loan

Request items not available from any of the above locations using Interlibrary loan. Patrons who have CLC or Unverified status cannot make Interlibrary loan requests.

Individuals who have a “lost item” billing on their record or owe \$5.00 or more in fees may not check out items until the “lost item” is resolved and/or fines are less than \$5.00.

Account Charges

- **New library cards are free**
- **Replacement library cards= 1.00**

Over Due Items

- **Videos = .10 per day, per video**
- **Interlibrary Loan Items= \$1.00 per day with a maximum fine of \$30.00**

Debt Collect

HPLD uses Unique Management Services to collect unresolved charges.

- **A \$5.00 service fee is added to accounts with; unresolved charges from \$10.00 to \$24.99**
- **A \$10.00 service fee is added to accounts with unresolved charges of \$25.00 or more.**

The list price will be charged for all lost items. Patrons may not check out additional materials or renew overdue materials when existing and accrued fines reach \$5.00 or when an individual has a lost item on their record. A collection agency may be used to assist in materials returns and fee collection.

The Conduct Policy has been established by the Board of Trustees to promote an environment that welcomes all people in the community and it is the patron's responsibility to assume necessary and respectful behavior standards.

Anyone, including patrons, who harasses staff or another patron, will be asked to leave the Library and an incident report will be filed with the Director. Repeated acts of harassment or acts that may escalate into violent or illegal actions will be reported to the proper authorities.

Lewd acts or sexual misconduct are not appropriate in the Library. Those who commit minor acts will be given one warning and then asked to leave. Serious acts and acts involving minors will be reported to the proper authorities. All serious acts will be reported to the director.

Unattended Children

Parents or guardians, not the library staff, are responsible for the safety and supervision of their children.

At the discretion of a parent, guardian or caregiver, children older than 12 may use the library, unaccompanied, for a reasonable period of time. Library appropriate behavior is expected. Parents are still responsible for their children.

If a child under the age of 12 is left at the library unattended Hudson Public Library will take the following steps:

- 1. Attempt to call parent or caregiver.**
- 2. If parent or caregiver cannot be contacted proper authorities will be contacted.**
- 3. The Hudson Public Library will not transport any child from the library to another location.**

Service Animals

In compliance with the Federal Americans with Disabilities Act (ADA), service

animals (including those in training) are welcome at the Hudson Public Library. Animals that are not designated as service animals are not permitted in any library facility, unless they are included in an approved library program.

Service Animal defined

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal must be directly related to the individual’s disability.

Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

Requirements concerning service animals

According to ADA, library staff has the right to ask the animal’s handler two questions: (1) "is the dog a service animal?" and (2) "what work or task has the dog been trained to perform?"

The handler is not required to provide documentation about the service animal or to prove a disability. Service animals are not required to be licensed or certified, or to be identified by a special harness or collar.

Service animals must be on a leash or harness always, unless the use of a leash or harness interferes with the animal’s effective performance of its task. If the animal cannot be leashed or harnessed, it must always be under the handler’s control via voice, signals, or other effective means.

The animal’s handler is solely responsible for the supervision and care of the animal and must be in full control keeping the animal directly with them at all times.

Conditions for removing a service animal

The library retains discretion to exclude or remove a service animal from

library property if:

The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior

The service animal is not housebroken

The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications

Permitting the service animal would fundamentally alter the nature of the service, program or activity

The animal's handler will be responsible for any damage to Library or personal property and any injuries to individuals caused by the service animal. Anyone using a service animal on library property will hold the Hudson Public Library harmless and indemnify the Hudson Public Library from any such damages.

Related Documents

Websites:

https://www.ada.gov/regs2010/service_animal_qa.pdf
<https://www.assistancedogsinternational.org/wp-content/uploads/2018/02/ADI- Minimum-Standards-Ethics.pdf>

Hudson Public Library Internet Policy

The Hudson Public Library is pleased to offer public access to the Internet. The Internet is a worldwide computer network, which allows users to access data and information shared by other computer users.

The Hudson Public Library does NOT monitor and has NO control over the information accessed over the internet. While the Internet greatly expands access to information, it contains information, which may be inaccurate, outdated or offensive. Patron use of the Internet carries with it responsibilities to evaluate the quality of the information accessed.

Parents or guardians, not the Hudson Public Library or its Staff, are responsible for the internet information selected and/or accessed by their children. Parents may wish to restrict their children from access to Internet Resources accessible through the Hudson Public Library. Parents are advised to supervise their children's Internet sessions.

Internet resources are provided equally to all library users. Some guidelines will apply.

Hudson Public Library staff cannot provide in-depth training concerning Internet computer jargon, searching or personal computer use.

Misuse of the Internet Access Computer(s) will result in loss of computer privileges.

Such misuse includes, but is not limited to, the use of the Internet Access Computer(s) to obtain, transmit, or display photographs, images, or drawings which are in violation of the Federal Protection of Children Act, 18 U.S.C Section 2251-2259; in violation of the Colorado law prohibiting the display of sexually explicit matters in an establishment frequented by children

Warning

Certain chat rooms and sites contain language and/or graphics unacceptable in a public library. You will be asked to exit these areas and may possibly have computer privileges suspended for a period of time, to be determined by the staff.

Wireless Access

The Hudson Public Library provides free wireless access to patrons through an independent Internet provider. The following policies are set forth to direct an individual's use of this wireless network.

The Hudson Public Library wireless network service is not secure. It is the individual's responsibility to provide appropriate security settings to control access from other wireless devices within the library and the Internet itself. The Hudson Library assumes no responsibility for providing virus protection or other security measures.

The wireless network provided by the Hudson Public Library is unfiltered. However, individuals who use this service must agree to and are expected to abide by the Hudson Public Library's "Internet Use Policy". This policy states the limitations of Internet access, the individual's responsibility, and provides examples of unacceptable uses. Failure to comply with the policy may result in the loss of wireless access services through the Hudson Public Library.

Hudson Public Library staff is unable to provide technical assistance and no guarantee can be made that individuals will be able to make a wireless connection.

The Hudson Public Library is not responsible for maintenance of the wireless network but will report any failure in service to the independent Internet provider.

The Hudson Public Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security or data files resulting from connection to the Hudson Public Library's wireless access.

Confidentiality Statement

The Hudson Library Board of Trustees recognizes that all members of the public are entitled to unrestricted private use of the informational resources of the Library. It is the responsibility of the Library and its staff to make every reasonable effort to see that information about the patrons and their library activities and choices remain confidential. This will allow people to make full and effective use of library resources without being constrained by others potentially learning of their usage.

No information will be disclosed regarding or including:

- 1. A patron's name (or whether an individual is a registered borrower or has been a patron)**
- 2. A patron's address**
- 3. A patron's telephone number, fax number, or e-mail address**
- 4. A patron's borrowing record and its contents**
- 5. The number or character of questions asked by a patron**
- 6. The frequency or content of a patron's lawful visits to the library**
- 7. The information supplied to a patron**
- 8. The library's circulation records and their contents will not be released without presentation of a court order or subpoena unless the cardholder provides written consent to the library personnel (CRS 24-90-119)**

The financially responsible party for a cardholder may request and receive information concerning that record without written consent of the cardholder when the materials are overdue, as necessary for the smooth operation of the library.

Confidentiality of Library Records

The confidentiality of library patrons in Colorado is protected under the “Library Law” portion of the Colorado Revised Statutes, Privacy of User Records section, 24-90-119, which reads as follows:

- 1. Except as set forth in subsection (2) of this section, a publicly-supported library or library system shall not disclose any record or other information which identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.**
 - 2. Records may be disclosed in the following instances:**
 - a. When necessary for the reasonable operation of the library;**
 - b. Upon written consent of the user;**
 - c. Pursuant to subpoena, upon court order, or where otherwise required by law.**
 - d. To a custodial parent or legal guardian who has access to a minor’s library card or its authorization number for the purpose of accessing by electronic means library records of the minor.**
 - 3. Any library or library system official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.**
- .

