PINEDALE BIG PINEY

SUBLETTE COUNTY LIBRARIES

WY

Policy Manual

Updated April 2026

Sublette County Libraries Policy Manual

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ORGANIZATION

Sublette County Libraries

The library system encompasses all of Sublette County and currently consists of libraries in Pinedale and Big Piney and our Little Library, which travels around the county during the summer months. The library system is funded by Sublette County.

Board of Trustees

The County Commissioners appoint trustees to the Sublette County Libraries Board of Trustees. The County Commissioners appoint trustees to the Sublette County Libraries Board of Trustees as outlined in the Sublette County Library by-laws. The library board hires and supervises the Library Director. The library board also provides financial oversight for the library system, approves policy, sets hours and fees, and responds to concerns from the public. The library board meets regularly. If a trustee does not attend two consecutive meetings, he/she may be asked to resign. Each year at the start of the fiscal year, the board elects officers and sets the time and day of the week for monthly meetings.

Library Director

The Library Director is not a voting member of the board of trustees but attends all meetings and acts in an advisory capacity. The director is responsible for preparing the annual budget request and the expenditure of funds; hiring, dismissals, and assignment of duties; keeping the facilities in good repair; and for determining internal procedures and applying policies.

Library Policy

Library policy is set by the Library Board. In special cases, the Library Board may make exceptions to the stated policies. Changes to library policy will be available for review by the staff and the public.

Memberships

The Sublette County Library system is a member of the WYLD (Wyoming Libraries Database) Network and meets the obligations required for participation. The library also encourages staff to participate in the Wyoming Library Association and other regional and national library associations.

Employees

All employees are at-will employees. Duties and hours may be changed at any time to suit the needs of the library system.

Sublette County Library Foundation

The library board also serves as the board for the foundation.

SERVICES

Circulation of Library Materials

Library materials check out for time periods set out in our circulation map policies in coordination with the WYLD (Wyoming Libraries Database) network. The handling of renewals and holds are also determined in the same way. The library board sets the policies aiming for the fairest possible distribution of library resources.

Reference Services

Library staff make every effort to answer patrons' reference questions in a fair, equitable and timely manner. This may sometimes mean that a staff member will have to get back to a patron later. All information will be provided with the source where the information was found.

Programming

The library offers programs to children, teens and adults. A wide variety of free programming is offered throughout the year. The purpose of library programming is to encourage use of the library and its resources. The library may occasionally charge a small fee to cover the cost of materials. Library-sponsored programming is selected by library staff. The library reserves the right to decline programs offered by members of the public but the public is free to book a meeting space and sponsor programs on their own as long as they meet the meeting room booking requirements.

Technological Assistance

The library staff is willing to help library patrons with their personal electronic devices in order for them to take advantage of library Wi-Fi and library digital resources. Librarians are available to help with software issues but not with hardware issues or repair. The library is not responsible for any damage to a device.

Printing, Photocopying, Faxes, and Scans

Library patrons will be charged per page for all photocopies and print outs. Prices for black and white and color copies will be set by the library board. Charges for faxes will also be set by the library board. Scanning is free. Patrons are encouraged to scan to email since that service is free.

The United States Copyright law is designed to protect the copyright owner from competition in exploiting the market for his/her work in the arts and sciences through the doctrine of Fair Use. The person for whom the photocopies are made is responsible for compliance with copyright law.

PATRONS

Library Cards

Sublette County Libraries offers several options in the hope that everyone who wants one can get a library card. There are three different types:

- Temporary Cards are for those who don't have a mailing address or own property in Sublette County. These accounts are limited to four print items (books, magazines).
- Deposit Account Cards are also for those who don't have a mailing address or own property in Sublette County. They "deposit" $50.00 cash with us and they can check out anything they like in the normal quantities. When they leave the area or obtain a mailing address and they have returned everything in good condition, they get their $50.00 back.
- Regular Cards are for those who have a mailing address and/or are property owners in Sublette County. They have full borrowing privileges as long as they are in good standing.

When a patron gets a library card they are in effect entering in a contract with Sublette County Libraries to abide by rules and policies regarding the checking out of library materials and behavior in the library.

Adult patrons are responsible for all items checked out on their cards. Minors (under the age of 18) are required to have a parent or guardian sign for them and be responsible for their account. Once an individual turns 18 and becomes an adult their card expires and they become responsible for their account.

Code of Conduct for Patrons, Staff, and Volunteers

PURPOSE. In order for the Sublette County Libraries to provide free, open, and equal access to ideas and information to all members of the community, we must promote safe, healthy, and barrier-free access to all the resources and facilities the Libraries have to offer. The Sublette County Library Board of Trustees has established a Library Code of Conduct to foster an atmosphere of mutual respect and courtesy, and this Code applies to all patrons, volunteers, staff, and visitors while on Library property and virtual spaces.

ACCEPTABLE BEHAVIOR. Appropriate and courteous behavior is expected from all Library users. Patrons are expected to:

- Be responsible for the safety, well-being, and conduct of themselves and those within their care
- Ask the staff for help when needed
- Cooperate with Library staff
- Clean up after themselves
- Be respectful of the shared Library space and fellow Library users and staff

UNACCEPTABLE BEHAVIOR. Unacceptable behavior includes behavior within the Library or on Library property that interferes with the use of the Library by other patrons, creates a risk of injury to other patrons or Library staff, interferes with the work or affects the work environment of Library staff, or creates a risk of damage to Library property.

Other behaviors judged to be inappropriate by Library staff may lead to consequences of misconduct (see CONSEQUENCES OF MISCONDUCT). Unacceptable behavior includes, but is not limited to:

PATRONS

Code of Conduct for Patrons, Staff, and Volunteers (cont.)

- Verbally or physically harassing or threatening other patrons, volunteers, or staff (Examples of harassment include, but are not limited to:, initiating unwanted contact or conversation, impeding access to or within the building, or other actions that an individual reasonably perceives to be hostile, threatening, intrusive, or offensive)
- Abandoning or leaving children or other persons in need of supervision unattended
- Running, skating, biking, scootering, etc. in the Library
- Leaving bikes, skateboards, scooters, etc. in the path of the entryways. Bikes must be in bike rack area
- Engaging in sexual conduct or lewd behavior including accessing suggestive sites/photos/pictures in areas where other patrons can view them
- Soliciting funds or other items such as food or beverages
- Abandoning or leaving personal property unattended for any length of time. Unclaimed items will be stored for fourteen days and eventually discarded. If property is abandoned, items may be searched in attempt to locate the owner
- Eating at the computers. Drinks are allowed only in permitted areas
- Making unreasonable noise
- Using electronic devices with sound, with or without headphones, at a volume that disturbs others
- Talking loudly on a cell phone so that it disturbs other patrons or staff
- Using speakerphone
- Entering staff–only areas or workspaces (unless accompanied by a staff member for a reason related to a reference question, program, meeting, etc. or invited by a staff member)
- Possession or use of alcohol except as authorized at Library functions
- Smoking or vaping on Library property
- Engaging in any illegal activity
- Having strong perfume/cologne or bodily hygiene or odor that constitutes a nuisance to others
- Tampering with the arrangement of Library materials, i.e. changing displays, moving books, hiding books, etc.
- Destroying or damaging Library materials or property
- Filming or photographing that interferes with the provision of Library services (see Filming and Photography Policy)
- Using Library computers in violation of Internet Use Policy, to include viewing pornographic websites
- Using computers not designated for the user's age/grade level
- Being barefoot, shirtless, or otherwise attired so as to be disruptive to the Library environment
- Bringing animals into the Library, except registered service animals assisting a person with a disability or animals that are part of a Library program
- Visiting the Library while physically ill and/or contagious. Students who are out of school due to illness may not visit the Library until they are no longer contagious

CONSEQUENCES OF MISCONDUCT.: Library staff are required to bring an individual's attention to any act or omission which is not in line with the Code of Conduct and related Library policies. Library patrons will be asked to change their behavior to align with policy. Patrons are encouraged to ask a Library staff member for clarification if any part of this policy is unclear to them.

PATRONS

Code of Conduct for Patrons, Staff, and Volunteers (cont.)

The Library Director or a designated Sublette County Library staff member will apply these rules and consequences in a fair and equitable manner for the benefit of all. The consequences of violating this Code of Conduct may include the following:

- Verbal warning (Parents/Caregivers may be contacted in incidents involving minors/vulnerable adults)
- A short-term ban (seven days or less) from a Library building
- A longer-term (more than seven days) or permanent ban from all Library facilities
- Legal prosecution

REINSTATEMENT OF PRIVILEGES AND APPEALS. Individuals who lose Library privileges have the right to request reinstatement of privileges from the Library Director. Individuals whose request for reinstatement of privileges is denied by the Library Director also have the right to appeal the decision of the Library Director to the Sublette County Libraries Board of Trustees. Requests for reinstatement and appeals of the Library Director's decision must be made within thirty (30) calendar days of when privileges were revoked and shall be made in writing. Requests shall provide the individual's name, current mailing address, and phone number, including the approximate date and description of the loss of Library privileges and any relevant information the individual wishes to provide to the Library Director. Requests for reinstatement of privileges and appeals of the Library Director's decision which are not in writing and do not contain the individual's name, current mailing address, and phone number shall not be considered. Such requests and appeals shall observe the following procedures:

- To make a request for reinstatement of privileges following a loss of Library privileges, the request shall be mailed or emailed to:
  Library Director
  Sublette County Libraries
  PO BOX 489
  Pinedale, WY 82941
  director@sublettecountylibrary.org
- Persons must not violate a trespass order to submit their request.
- The Library Director (or administration staff serving in place of the Library Director), after investigating the events causing the loss of Library privileges and the actions of Library staff in response to such events, shall provide a written decision on the request for reinstatement within fourteen (14) days of receipt of the request. The Library Director's decision shall either vacate, modify the duration of, or affirm the loss of Library privileges and provide the reason for the decision.
- To appeal the Library Director's decision on a request for reinstatement of privileges, an individual must mail or email a written appeal within fourteen (14) days of the Library Director's decision to the Library Board of Trustees. The Director will forward requests via email to the Library Board:
  Sublette County Libraries Board of Trustees
  % Sublette County Library
  PO BOX 489
  Pinedale, WY 82941
  director@sublettecountylibrary.org
- The Board of Trustees may exercise discretion in accepting an appeal which is received more than fourteen (14) days after the Library Director's decision. If the Board of Trustees decides to consider the appeal, the patron will be notified.
- The Board of Trustees shall consider the appeal at an upcoming Board Meeting within thirty-five (35) days of receipt of the appeal. The Board may consider the written appeal, documentary evidence, and testimony regarding the individual's loss of Library privileges, and may request further information from Library staff, the individual, and any

Code of Conduct for Patrons, Staff, and Volunteers (cont.)

other relevant persons. The Board of Directors shall issue a written decision on the appeal within fourteen (14) days of its Board Meeting. The Board of Trustees' decision shall either vacate, modify the duration of, or affirm the loss of Library privileges and provide the justification for the decision.

Unattended Children and Vulnerable Adults

PURPOSE. The purpose of this policy is to set forth the responsibilities of the parents/guardians/caregivers of children and vulnerable adults to ensure that the Library provides a safe and pleasant experience for all who use it. The rights of all patrons to use the Library must be respected.

Sublette County Libraries strive to maintain a safe and welcoming environment for all visitors including children and vulnerable adults. Library staff are committed to helping all patrons, including children and vulnerable adults, with activities related to the Library; however, Library staff (including interns, volunteers, and support personnel) are neither trained nor responsible for providing care or guidance to children or vulnerable adults in need of assistance and supervision. Library staff cannot serve in place of parents/guardians/caretakers and are not responsible for a child's or vulnerable adult's safety and welfare when they are left unattended by a parent/guardian/caretaker. Responsibility for the welfare and behavior of a child or vulnerable adult using the Library or while on Library property rests with the parent/guardian/caregiver.

DEFINITION. An unattended child is any child under eighteen (18) not accompanied by a parent/guardian/caregiver. A vulnerable adult is any adult who cannot care for themself independently without the assistance of a caregiver. Parent/guardian/caregiver will hereafter be referred to as caregivers.

RESPONSIBILITIES

- Caregivers are responsible for monitoring the activities and regulating the behavior of the children or vulnerable adult in their care, whether or not the caregivers are present. The Library is not responsible for any consequence of caregivers not fulfilling these responsibilities.
- Caregivers of children of all ages and vulnerable adults are responsible for supervising those in their care and their access to Library resources. While Library staff are available to guide people to Library resources with the child's or vulnerable adult's interests and needs in mind, it is assumed that a child or vulnerable adult who visits the Library unattended is authorized to use the Libraries' full range of materials and resources. The full range of materials and resources includes access to all collections and internet use of either the Library computers or devices as well as internet information gained through the Library's Wi-Fi on personal devices. If caregivers desire to limit access, they must accompany the child or vulnerable adult to the Library. (Please refer to the Collection Development Policy and Public Access Computers and Internet Users Policy for more information)
- Unattended children or vulnerable adults must be able to provide emergency contact information for their caregivers. If an unattended child or vulnerable adult is unable to provide emergency contact information, the caregivers shall be notified that further violations of this policy may result, at the sole discretion of the Library, in a suspension or revocation of Library privileges.

PATRONS

Unattended Children and Vulnerable Adults (cont.)

- Caregivers should be aware children and vulnerable adults may be asked to leave the Library if their behavior violates the Code of Conduct

If Library staff attempt to contact a caregiver, and a caregiver cannot be located, Library staff will contact the Department of Family Services or Sheriff's Office.

Film and Photography

The most significant priority for Sublette County Libraries is to provide library services to the Sublette County community. The filming and photography described below is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Sublette County Library Policy Manual.

Note that any persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The library undertakes no responsibility for obtaining these releases.

Also note that library staff may terminate any photo session that appears to compromise public safety or security.

News Media Photography: The library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the library and its programs. The library does not grant permission for news media to use its facilities for stories or projects that do not relate to the library itself. It disallows using library facilities as interview venues for unrelated stories and disallows access to library patrons for opinion polls or man on the street interviews within its facilities.

Documentary Type Photography for Publication or Broadcast: The library permits photography of its premises and activities when the use of the photographs involves the library directly, i.e. books, articles, or videos about the library itself, the library's position in Sublette County as a tourist or learning destination, or as part of a piece used to describe our county's environs. Advance authorization must be obtained from the Library Director.

Commercial Photography: Passport photos, prom and senior pictures, wedding photos, and the like are permitted as long as they don't interfere with the ordinary operation of the library.

Research Photography: The library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library.

Amateur Photography: Casual amateur photography and videotaping is permitted in library facilities for patrons and visitors wanting a remembrance of their visit.

Photography for Groups and Non-Library Events in the Meeting Facilities: Groups arranging meetings in the library may arrange for photographers and news media during their event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

PATRONS

Confidentiality of Patron Records

It is the policy of the Sublette County Library to protect the privacy of any patron who uses the library. Circulation records and other records identifying the names of library users are confidential in nature. No information concerning an individual patron's records, contact information, the contents of the patron's records, or the frequency or nature of questions asked by the patron, will be divulged to any individual, corporation, institution, or government agency. Law enforcement agencies are exempt from the above policy if they present a valid court order or subpoena to the library.

Holds and Interlibrary Loans

When a library patron requests an item that is currently checked out, they can place the item on hold. Materials so reserved will be kept for seven days after the patron has been notified, after which they will be returned to the regular circulating shelves or passed on to the next patron reserving them. If Sublette County Libraries does not own it in either location, they can request the item be purchased (see Collection Development Policy, page 11). If the selector doesn't purchase the item, it can be requested via interlibrary loan. The Sublette County Libraries participate in interlibrary loans with the WYLD (Wyoming Libraries Database) Network and abides by those policies. All patrons including staff, teachers and students who make interlibrary loans (ILL) requests must pay the postage to return items to the lending library. Every effort is made to find items for our patrons including going outside Wyoming.

Overdues

Library materials checkout and can be renewed for time periods set by the library board in coordination with the WYLD (Wyoming Libraries Database) Network. The library board sets the policies aiming for the fairest possible distribution of library resources.

Patrons receive an overdue notice when their items become overdue. If the overdue items are not returned by the time they are six weeks overdue, the replacement cost of the items are billed to the patron and their accounts are barred (frozen.) The patron must either return the items or pay for them before six months have passed in order to have their borrowing privileges restored. If a patron has paid for an item and then finds it in the next six months, they can request a refund.

If the patron has not paid for the item before six months after the bill date, they must pay the replacement costs if even if they find the items. Returns will no longer be accepted.

Overdue Fines

No overdue fines will be charged. There is a "Conscience Jar" on the counter instead.

Lost or Damaged Materials

Lost or damaged beyond repair material will be charged to the patron at current replacement cost. Patrons also have the option of purchasing a new replacement themselves. Repair costs may be charged for damaged but still usable materials. Ordinary wear and tear will not be billed.

PATRONS

Recovery and Replacement of Materials

Recovery of overdue library material is at the discretion of the director. If necessary, the Library Director will use the office of County Attorney to help in recovering library materials. Materials lost or withdrawn from the collection will not automatically be replaced even if the patron has paid the cost of the lost item. The need for replacement is weighed with regard to the number of duplicate copies, adequate coverage by similar material in the collection (especially in later and better materials), and public demand.

Second Chance Bill Forgiveness Agreement

The Sublette County Library will offer a second chance to young patrons with accounts frozen ("barred") because of bills. This is a once-in-a-lifetime opportunity to clear their account and begin borrowing library materials again. This program is only open to minors (individuals under the age of 18) and those whose accounts became frozen when they were minors.

To participate, they must agree to the following:

1. To return all library materials currently in their possession. If there are library materials in the home or the home of a friend or relative, vehicle, or locker, they must return them.
2. If the bills total less than $30 borrowing privileges will be restored. If bills are $30 and over, they will receive limited borrowing privileges. In twelve months, full borrowing privileges will be restored if the account is in good standing. Limited borrowing privileges will mean that they can check out one DVD, game, or audiobook at a time and up to three books. They will be able to check out in library use items such as headphones, game controllers and chargers.
3. They must verify current contact information with the circulation desk staff.
4. They must complete and sign the Sublette County Library Bill Forgiveness Form and a note confirming their participation in this program will be placed on their library account record.

Audiovisual Copyright Law

The copyright law of the United States (Title 17 U.S. Code) governs the making of duplicate DVDs or reproduction of copyrighted materials and Public Performances of the same. The person checking out such material is responsible for any infringement.

Only audiovisual items marked PPL (Public Performance Licensed) may be used for public performances. No admission fees may be charged while using library video selections and screenings must be open to the public or the appropriate Public Performance License must be purchased from the distributor. All other videos are for home use only.

PATRONS

Public Access Computers and Internet Users

Disclaimer: The Internet is a global electronic network. The Sublette County Library provides access to the Internet as a source of information for the intellectual development and cultural enrichment of the community. The Sublette County Library has no control over the information accessed and cannot be held responsible for the content or quality of the information received through the use of its Internet services. The library does not censor material nor protect users from offensive information.

As with all information resources, parents, legal guardians, or caregivers of minor children must assume responsibility for their children's use of the Internet through the library's connection.

Library staff cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the Internet provide information that is accurate, complete, or current. Users should question the validity of information found on the Internet in the same way they question other resources.

POLICIES

1. Library patrons will make no changes to any files, programs, settings or passwords on the library computers.
2. Copying of commercial software or content to or from the public computers is forbidden.
3. Library patrons will not send or retrieve emails or post messages using the library's accounts.
4. Library patrons who view pornography, graphic scenes of violence or other offensive material where it can be seen by other patrons will be asked to desist. Repeat offenders will be asked to leave.
5. Any violation of these rules may result in the suspension of access privileges.

Volunteers

Volunteers are defined as dependable people who will work for the Sublette County Library without pay. The same expectations will be applied to the behavior of all volunteer workers as is expected of our paid staff. Anyone who wishes to volunteer at the library is welcome to register on our website. Volunteers should be at least 18 years old unless they are under the supervision of a parent, teacher, club leader or similar.

Concerns and Complaints

Patrons have the right to bring their concerns and complaints about the library to the branch manager and/or the Library Director. It they are not satisfied, they are welcome to attend Library Board meetings and express their concerns there.

Social Media

Purpose: Sublette County Libraries (SCL) maintains social media platforms to support its mission and foster engagement. These platforms provide a designated public forum where community members can discover library information, engage with staff, and participate in conversations related to library services, programs, and resources. SCL welcomes a broad range of viewpoints and encourages respectful dialogue, including questions and constructive disagreement.

Social Media (cont.)

Definition of Social Media: For the purposes of this policy, "social media" includes any online platform, application, or tool created, hosted, or moderated by SCL that enables communication, interaction, or the sharing of information. Examples include (but are not limited to):

- Library websites and blogs
- Social networking sites (e.g., Facebook, Instagram, YouTube)
- Commenting features, community reviews, online discussions, and public posts
- Any future platforms adopted by SCL for public communication

Community Guidelines: To support productive and respectful participation, SCL asks all participants to follow these guidelines when engaging with library social media:

Protect Your Privacy: Do not post personal or sensitive information (e.g., address, phone number, account numbers). Young people under 18 must take extra care not to share identifying details.

Be Respectful and Stay on Topic: Comments must relate to the post or topic being discussed. Disagreement with ideas or decisions is permitted; however, comments must focus on the issue rather than on individuals.

Follow the Law and Comply with SCL Policies: Posts must not violate copyright, privacy laws, or the SCL Library Policies

Prohibited Content: Library employees may remove comments or posts that include:

- Copyright violations
- Off-topic or disruptive comments when a topic is clearly designated to prevent meaningful participation by others
- Commercial promotions, advertisements, or spam
- Repetitive or duplicated posts from the same user
- Obscene or profane content
- Specific and imminent threats or encouragement of violence
- Harassment or libelous statements
- Images, videos, or media attachments when posting of such content is disabled or restricted
- Discussion, sale, or promotion of illegal items or illegal activities

SCL may also remove malware links, demonstrably false information about library hours, services, or policies, or content that interferes with normal library use.

Moderation Practices: SCL social media is moderated by library employees to maintain a constructive environment for public discussion. Moderation may occur during regular business hours and does not imply ongoing or real-time monitoring.
SCL reserves the right to:

- Hide or restrict comments that violate this policy or the SCL Library Policies
- Disable commenting on posts when needed to maintain a safe environment
- Block or restrict repeat violators who repeatedly violate this policy after prior moderation actions

All moderation decisions are made to protect the integrity, safety, and mission of the library's online spaces and are based on conduct, not on viewpoint or opinion.

Public Records: Content posted on SCL social media may be subject to applicable public records laws.

COLLECTIONS

Library Collections

It is the responsibility of the staff to develop library collections that meet the needs of the citizens of Sublette County. Each collection, whether print, digital or audio-visual, adult, teen, or juvenile, should be well-rounded, timely and a judicious mix of both the popular and the more enduring. New acquisitions should cover a wide range of subjects and strive for balance, accuracy, and relevance. More emphasis will be placed on acquiring titles of general and local interest, and less on works of a scholarly or professional nature.

Censorship

Sublette County Libraries endorse the concepts set forth in the American Library Association's Library Bill of Rights and Freedom to Read Statement. (See Appendix I and Appendix II.) Individuals may reject ideas put forth in library materials for themselves but cannot reject them for the entire community because they disagree with them. Parents are responsible for the materials their minor children check out and library staff cannot serve in place of parents. If a citizen wishes to object to an item in the collection, a Reconsideration of Library Materials packet is available at the circulation desk. The Library Board will review these forms and make a decision.

Selection

Items will be selected on the basis of reviews in professional journals such as Booklist and Library Journal, national publications such as The New York Times Book Review, magazines on specific subjects such as Scientific American, and best seller lists and online reviews on well-known, reputable websites. We don't purchase medical or scientific books that haven't gone through a peer review process. We limit self-published and independently published books to those by local authors or to very special circumstances under the discretion of the collection manager.

Selection criteria used include:

- Enduring Value
- Accuracy
- Balance of viewpoints
- Timeliness (i.e. not out of date)
- Popular demand
- Cost
- Availability in print
- Quality of binding
- Similarity to other items already in the library collection
- Suitability for use in a library setting
- Ease of use
- Space available
- Whether low demand items are available for interlibrary loan at other libraries

COLLECTIONS

Requests and Donations

Patron requests for purchase as well as gifts and donations are subject to the same selection process as library purchases. The library reserves the right to sell or dispose of any donated items that don't meet the needs of the library as outlined above. The library will attempt to obtain patron requests that aren't purchased through inter-library loan.

Collection Maintenance

All collections will be maintained regularly. Worn, damaged, out of date and no longer popular items will be withdrawn from the collection. The staff member responsible for each collection will review discarded items and make any appropriate replacement purchases.

Local History

We place a special emphasis on local history, working with local museums to be inclusive but to minimize duplication. As a library, we concentrate on books, not unbound records or other ephemera, which makes partnerships even more valuable. Local history is one area where we keep items regardless of age or popularity.

FACILITIES

Animals in the Library

It is Sublette County's policy that no animals are allowed in county facilities except service animals. Animals that are part of a library program (reptile show for children, etc.) are allowed as long as they are controlled by their owners/trainers.

Food and Beverages in the Library

Adults are allowed to bring food and non-alcoholic drinks to the library. Food should be eaten at a table and be kept away from library computers. Drinks should have a lid. Children and teens should follow the rules for the Children's Room and Teen Room.

Smoking

Smoking is not allowed inside library facilities.

Bulletin Boards

Each library has a bulletin board available for the public to post announcements of the cultural activities in the community, ads, information notices and public announcements of general interest to the community. All such notices may be removed from the bulletin board after being posted thirty days. Political campaign posters are not permitted. The Library Director reserves the right to refuse any bulletin board posting. The circulation desks, the library-specific bulletin boards, and other areas of the library are reserved for publicity relating to library, county, and partner organization items. We encourage the use of letter-sized posters instead of tabloid-sized due to space limitations, especially for on-going, rather than event-oriented postings.

Exhibit and Gallery Space

It is part of the Sublette County Libraries' function to provide access to intellectual and cultural resources of the community. Exhibits, therefore, fulfill an integral part of the Libraries' total program of public service. Exhibits may be planned to direct the public's attention to the materials and services of the Sublette County Libraries, or they may provide exposure to works in any area of human endeavor.

It is the responsibility of the exhibitor to make arrangements with the Adult Services Librarian or Library Manager to properly prepare, set up, and remove an exhibit. A fee may be charged for hanging items in the Pinedale gallery when there are a large number of items or special handling is required. The Libraries are not responsible for items owned by the exhibitors. The Libraries will not provide storage for any property belonging to exhibitors. Publicity for exhibits and artist receptions is the responsibility of the exhibitor. The Sublette County Libraries (admin and adult services specialist) reserve the right to reject any work of art. The exhibitor is required to read and sign the Sublette County Library (Pinedale) and/or the Big Piney Library Gallery Use Form.

Exhibitors are encouraged to donate to the Library twenty percent of any sales that occur while items are shown at the Library.

FACILITIES

Meeting Rooms

The meeting rooms in the Sublette County Libraries provide space for library-sponsored and co-sponsored programs and for other meetings and programs of an informational, educational, cultural, recreational, or civic nature. Library sponsored activities are given priority in scheduling the use of the rooms. Use of any of the meeting rooms does not constitute an endorsement of the views of the users of the rooms by the library. The Sublette County Libraries will make the meeting rooms in the library available to all citizens with the understanding that they meet the following policies:

1. Only adults (18 or older) may reserve meeting rooms. Minors must have adult chaperones present.
2. Reservations are only for the time slot booked. Allow time for set up, take down and clean up in your reservation.
3. The reservation holder assumes responsibility for any damage to the room or its contents and is accountable for ensuring the library is secure, clean, and that all tables and chairs are properly stored. The meeting rooms must be left in a neat and orderly condition. Sunday users in Pinedale must turn on the alarm system.
4. Nothing shall be posted, taped, nailed, screwed or otherwise attached to the walls, floors, or other parts of the building or its furnishings. All artwork must remain in place. Tape is allowed on glass, tables and chairs and is not allowed on rammed earth or wooden surfaces.
5. All entrances and hallways must remain open and unobstructed.
6. Meeting room fees in the Pinedale Library:
    a. Fees are charged for the Lovatt Room in Pinedale and the Community Room in Big Piney. The board rooms, study rooms, and Western Americana Room are free. The fee for the use of the community rooms is charged per hour (with no discounts for portions of an hour) for businesses, fundraisers, and private events such as birthday parties, baby showers, baptism parties, holiday parties, etc.
    b. The Lovatt Room, Pinedale Board Room, and Big Piney Community Room are available from 6:00 am to 10:00 pm. Patrons wanting to use these rooms before or after these hours must make a twenty-four-hour or longer reservation. The Western Americana Room, study rooms, and Big Piney board room are available only when the libraries are open to the public.
    c. The Lovatt Room, foyer area and kitchen, and the Big Piney Community Room may be reserved for 24 hours, 48 hours, or 72 hours. The Pinedale Board Room can be included separately at no charge. Please see our website for pricing. Fees must be paid in full within two weeks from the date the reservation is made. Reservations that are canceled at least one month prior to the date of the event can be refunded if requested. Refund payment will be made by check after the first board meeting following notice of cancellation.
    d. Sunday Reservations: Because Sublette County does not provide custodial cleaning on Sundays, we charge an extra fee in Pinedale and require a deposit in Big Piney for cleaning after party type events on Sundays and for multi day reservations that end on Sundays. See our website for pricing.
7. Government entities, non-profits and community groups may use the community rooms free of charge unless they are using the rooms for fundraising, parties, or multi-day event. In that case, the regular fees are charged. Examples of these types of groups are Sublette County government, BOCES, 4H, homeschoolers, Little League, CURED, SAFV, funerals and memorial services, etc. Non-commercial individual use such as practicing the piano, laying out a quilt, or organizing personal papers is also free.

FACILITIES

Meeting Rooms (cont.)

8. Schedule a tech walkthrough prior to your event to ensure there are no problems with the audiovisual system. We do not guarantee tech support during events and do not provide on call tech support when the library is closed.
9. Room capacities are:
    a. Pinedale– Lovatt Room– maximum of 195 people
    b. Pinedale– Board Room– approximately 14 people
    c. Pinedale– Western Americana Room– approximately 10 people
    d. Pinedale– Study Pod – maximum of 4 people
    e. Big Piney Meeting Room– maximum of 49 people
    f. Big Piney Board Room– approximately 8 people
10. Groups using the meeting rooms are responsible for all set-up and takedown. Tables and chairs are available and should be stored in closets after use.
11. Each group shall be responsible for cleaning up after use. Limited supplies and equipment will be provided by the library. Trash must be emptied into the outside dumpster.
12. The library is not responsible for items left unattended in the meeting rooms. The library is also not responsible for privately-owned equipment or materials used in the library. No storage space is available for meeting room users. The meeting rooms can't be locked when the library is open.
13. Smoke/fog machines are not allowed as they set off the fire alarms.
14. Neither the name nor the address of the Sublette County Libraries may be used as the official address or headquarters of an organization.
15. The Library Director is authorized to deny uses of the meeting rooms that are incompatible with our mission or the intended use of the facilities.
16. No more than two meetings per month may be scheduled by any particular individual or group.
17. If the meeting room is to be used during hours when the library is closed, it is the responsibility of the scheduled organization to make arrangements for access and closure.
18. The board rooms, Western Americana Room and study rooms are not available for children's activities.
19. A Sublette County Libraries Alcohol Agreement Form must be completed and notarized prior to the event if alcohol will be served. If it isn't completed and turned into the library prior to the event, then alcohol may not be served. If you wish to sell alcohol at your event, you must get a permit from the town government and hire a licensed provider.
20. The Sublette County Library Board reserves the right to waive any of the above regulations.

APPENDIX I: AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

“The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

APPENDIX I: AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

APPENDIX I: AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

8. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours."

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

APPENDIX II: 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.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information."

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

SUBLETTE COUNTY LIBRARIES

www.sublettecountylibrary.org