

CROOK COUNTY LIBRARY GUIDELINES

September 2022 Revision

Crook County Public Library System,
serving Crook County since 1938

Mission Statement

The Crook County Public Library System enables the people of Crook County to cherish their history and expand their personal horizons, through free and easily accessible information and services.

GUIDELINES & FORMS

(These guidelines and forms are to be reviewed and updated yearly and approved by the Crook County Library Board)

HOURS OF OPERATIONS -- recommend staffing to cover two (2) people to cover the beginning of work and closing times.

SUNDANCE -

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CLOSED	9:00 - 5:00	9:00 - 5:00	9:00 - 5:00	9:00 - 5:00	9:00 - 5:00	CLOSED

MOORCROFT

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CLOSED	9:00 - 5:00	9:00 - 5:00	9:00 - 5:00	9:00 - 5:00	9:00 - 5:00	CLOSED

HULETT

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CLOSED	8:00 - 5:00	8:00 - 5:00	8:00 - 5:00	8:00 - 5:00	8:00 - Noon	CLOSED

LIBRARY CARDS

1. Free card for residents
2. Possible charge for replacement cards if deemed necessary
3. \$25.00 deposit for temporary residents

LOAN POLICIES

1. Books, and audio books --- 3 weeks
2. Magazines - 2 weeks
4. Video's, or DVD's --- 2 weeks
4. Interlibrary Loan --- Outgoing 4 weeks
--- (incoming depends on lending library policy)

INTERLIBRARY LOAN FEES

1. Interlibrary loan fees are currently paid by the Crook County Library Foundation.

OVER DUE FEES

1. \$.05 per day per item

FEES FOR LOST/STOLEN ITEMS

1. Processing fees for all materials will be \$5.00.
2. Full cost to replace material/item.

MEETING ROOM FEES

1. Free for non-profits and governmental entities
2. Fees for all meeting rooms are \$5.00 per day
3. Clean up fee will be charged for Janitorial Service – if room is not cleaned.

COPY FEES

1. Black/white -- \$.25/page, single-sided
2. Black/white -- \$.40/page, double-sided
3. Color -- \$1.00/page

FAX FEES

1. \$1.00 per page for sending/receiving

FEES FOR COPIES IN REGARDS TO PUBLIC RECORDS ACT

1. Black/white -- \$.25/page, single-sided
2. Black/white -- \$.40/page, double-sided
3. Color -- \$1.00/page

GUIDELINES FOR SERVICE ANIMALS

Wyoming Statute 35 13 201. Generally; use of service dogs provides in part applicable to public libraries that:

(a) Any blind, visually impaired, deaf, hearing impaired person or other person with a disability, subject to the conditions and limitations established by law and applicable alike to all persons:

- (i) Has the same right as an able bodied person to the full and free use of the streets, highways, sidewalks, walkways, public buildings, public facilities and other public places; and
- (ii) Shall be afforded full and equal accommodations, advantages, facilities and privileges of all hotels, motels, lodging places, restaurants, public elevators, places of public accommodation, amusement or resort and other places to which the general public is invited.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Crook County Public Library Board of Directors has delegated the responsibility for selection and evaluation of materials to the County Librarian and staff. Please return the completed form to the County Librarian, Crook County Public Library, P. O. Box 910, Sundance, WY 82729.

Resource on which you are commenting:

1. Title _____

Author/Producer _____

Format (book, periodical, video, CD, DVD, display, etc.) _____

2. What brought this item to your attention? _____

3. Have you examined the entire item? _____

4. What do you believe is the theme of this material? _____

5. If material was picked out to share with a child, what age is the child? _____

6. What concerns you about the resource? Use additional sheets if necessary. (Please be specific; give page numbers.) _____

7. Are there other resource(s) you suggest to provide additional information and/or viewpoints on this topic? _____

Signature of Patron _____ Date _____

Print Name _____ Date _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Phone# _____ E-mail _____

Do you represent yourself or an organization? _____

INSTRUCTIONS: You should receive a copy of the Collection Development Policy when you receive this form. The Crook County Librarian and/or Crook County Library Board will respond to your concerns in writing within four (4) weeks from the date on the request.

Signature of staff member receiving form _____ Date _____

GIFT AGREEMENT

THE FOLLOWING HAS BEEN DONATED BY ME AS AN ABSOLUTE GIFT TO

THE CROOK COUNTY PUBLIC LIBRARY SYSTEM
P.O. BOX 910 SUNDANCE, WY

IN AGREEMENT WITH THE ATTACHED CONDITIONS

Item_____

Description_____

Signature of Donor_____ Date_____

Print Name_____ Date_____

Mailing Address_____

City_____ State_____ Zip Code_____

Daytime Phone# _____ E-mail_____

INSTRUCTIONS: Please sign and return to the County Librarian, Crook County Public Library System, P.O. Box 910, Sundance, WY 82729.

Library Meeting Room Agreement

- No fee for governmental and non-profit entities; \$5.00 fee for all other users.
- Meeting room policies are posted in the meeting room.
- Please bring your own food and beverage supplies.
- Remove all trash to outside dumpsters – put clean bags in trash can.
- If needed, please clean all utensils, counter, sink, and tables.
- Please check bathrooms – ensure lights are out and toilets are not running.
- Vacuum if necessary.

Please complete checklist & return with key: # **people who attended** ____

- ___ Trash has been removed & clean bag put in trash can.
- ___ Utensils, counter, sink, and tables cleaned.
- ___ Coffeepots emptied and cleaned.
- ___ Bathroom lights turned out and toilets not running.
- ___ Floor vacuumed.
- ___ Meeting room lights and outside light turned out.
- ___ Meeting room door locked & key put in pocket next to door.

Signature

Date

Meeting Room Key Sign Out

Key # _____

Name & Organization _____

Phone _____

Date/time requested _____

Date issued _____

Date returned _____

I agree to abide by all meeting room policies and understand that I am responsible for the condition of the room and the return of the key. I also understand a cleaning fee may be imposed if the room needs extra cleaning.

Signature

Date