



# LOS ALAMOS

where discoveries are made

## **LOS ALAMOS COUNTY LIBRARY SYSTEM** ***POLICIES***

Established: 1981  
Revised 1999, 2010, 2019, 2024

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## **1.0 INTRODUCTION**

The Los Alamos Public Library, hereinafter “the Library,” has provided continuous library service to the community since its informal beginnings in 1943, when seventy families each donated \$5.00 to start a subscription library housed in the Big House of the former Boys Ranch School. The Library became free and open to all in 1945, when financial responsibility for its operations were taken over by Post Special Services. In 1951, when the Zia Company relinquished control, the Library became a bona fide public library and was officially named the Mesa Public Library, functioning as an independent corporation under contract to the Atomic Energy Commission to supply library services to the community. In 1953, the Library moved into the former commissary/cafeteria in the heart of the town site, where it remained until 1994 when it moved into the award winning facility designed by Antoine Predock. In 1985, the White Rock Branch Library was established, and the two libraries together became the Los Alamos County Library System. A new White Rock Branch Library building was constructed in 2015.

These policies apply to both the Mesa Public Library and White Rock Branch Library facilities and will be reviewed every four years.

### ***1.1 Mission***

#### ***MISSION STATEMENT:***

The Library enriches our unique community with excellent customer service, knowledgeable staff, dedicated partnerships, welcoming spaces, and diverse resources.

The Library recognizes that its services must be valued by members of the community and must be of such relevance that support for the Library remains a valid use of community resources. Recognizing that the community is constantly changing, the Library regularly assesses its services in the context of professional library standards and community needs. The Library strives to maintain reasonable levels of service in a consistent and dependable manner.

### ***1.2 Purpose***

The Library provides educational, cultural, leisure, reference, technology, and information services, resources, and programs for all ages. The Library may partner with other organizations in order to expand resources and offer additional services. The Library is guided in the nature and type of services offered by available financial resources, community input, and professional standards and emphasizes direct public service rather than archival activities.

## **1.3 Goals**

Goals and related activities are established as part of a dynamic response to community input, needs and desires as identified by various assessment methods as well as by Los Alamos County Council's and Community Services' strategic goals and priorities. The extent and mix of services will vary according to the needs of the community and the availability of resources. Delivery methods will respond to technology changes

## **2.0 ESTABLISHMENT, FUNDING, AND AUTHORITY**

### **2.1 Local**

The Los Alamos County Council is charged with appointing a Library Board to recommend for the County the public policies of the Library and those other policies unique to library services. (*Los Alamos County Code of Ordinances, Chapter 8, Article V*). The Los Alamos County Code of Ordinances as cited above establishes the purpose, membership, duties and responsibilities of the Library Board.

As a part of the Los Alamos County government, the Library is supported primarily from revenue derived from taxation of Los Alamos County residents and entities doing business in Los Alamos County and is subject to all applicable county government code, regulations, policies and procedures. The library may establish fees when deemed necessary.

#### **2.1.1 Gifts to the Library**

The Library has long been favored by public-spirited community members who wish to donate money and property. In order to administer these items given as a gift, trust, bequest or endowment, the Library Gift Fund has been established. (*Los Alamos County Code of Ordinances, Chapter 20, Article III, Sec. 20-367, Library Gift Fund*).

### **2.2 State**

The Library is recognized by the New Mexico State Library as a public library and receives State Grants in Aid and General Obligation Bond funding as such, and so remains subject to state regulations relating specifically to libraries. (*State Grants-in-Aid to Public Libraries, 4.5.2 NMAC and Distribution of General Obligation State of New Mexico Bond Funds for Public Libraries, 4.5.8 NMAC – as may be amended*).

## **3.0 OPERATIONAL PRINCIPLES**

The Library Manager, with assistance from the Library staff, is responsible for adherence to Library policies, and will develop procedures or guidelines, which will be available to all staff as well as to the community upon request, to ensure the implementation of these policies. Library procedures or guidelines adopted under these policies are developed and applied in the context of the following professional and organizational principles.

### ***3.1 Professional Principles***

#### **3.1.1 Librarianship**

The Library recognizes that libraries contribute significantly to a democratic society, and that professional librarians must attain a level of education and skill appropriate to the discipline of librarianship and must exhibit a particular sense of dedication to professional ideals.

The Library encourages an understanding and articulation of public interest as the primary motivation for staff decisions and actions.

#### **3.1.2 The Library Bill of Rights**

Within the framework of local, state, and federal law, the Library recognizes and incorporates the principles outlined in the [American Library Association's \("ALA"\) Library Bill of Rights](#), and also relies on guidance from the various interpretations of that Bill of Rights that are periodically issued by ALA.

#### **3.1.3 Intellectual Freedom**

An individual's right to information in this country is addressed in the First Amendment to the United States Constitution, which states, in part, that Congress shall make no law abridging the freedom of speech, or of the press.

The Library recognizes and supports the principles of the [Freedom to Read Statement](#), adopted by the ALA Council., adopted by the ALA Council.

The Library's goal is to offer a diverse set of ideas and opinions, including those which may be perceived to be unorthodox or controversial. The Library opposes any attempts by individuals or groups to censor items in its collection or programs it offers. The Library will not act in the role of censor for any age level, material type, or subject matter. Selection of materials and services will not be restricted by the possibility that these items may be accessed by patrons beyond the intended audience.

#### **3.1.4 Interagency Cooperation**

The Library will cooperate within reasonable limits with local, state, regional, and

national agencies involved in library and information services, so long as its service population is not unduly deprived of library resources for a prolonged period.

Interagency cooperation in this context generally includes interlibrary loan, interlibrary reference, reciprocal borrowing, sharing of personnel in development projects, and participation in library materials delivery services.

### **3.1.5 Diversity and Inclusivity**

The Library promotes equal and inclusive access to information for all persons and recognizes the ongoing need to increase awareness of and responsiveness to the diversity of the communities we serve. The Library acknowledges and supports the need for access to library and information resources, services, and technologies for all members of the community.

## **3.2 Organizational Principles**

### **3.2.1 Open Government**

The Library is guided in information access by Los Alamos County government policy and practice, which follows all applicable law, including but not limited to the New Mexico Inspection of Public Records Act (*Chapter 14, Article 2 et. seq. NMSA 1978*).

### **3.2.2 Confidentiality of Library Records**

In addition to general applicable state law concerning open government, the Library is specifically regulated by the New Mexico Library Privacy Act (*Chapter 18, Article 9 NMSA 1978*) which has the stated purpose to preserve the intellectual freedom guaranteed by Sections 4 and 17 of Article 2 of the New Mexico Constitution by providing privacy for patrons of the Library with respect to the library materials they wish to use.

All patrons, regardless of age, origin, background, or views possess a right to privacy and confidentiality of their library use. The Library recognizes that children under age 18 are entitled to privacy in their use of library resources.

Under the New Mexico Library Privacy Act, patron records are confidential within the parameters of state and federal law. According to the statute, a “patron record” is “any document, record or other method of storing information retained by a library that identifies, or when combined with other available information, identifies a person as a patron of the library or that indicates use or request of materials from the library...[and] includes patron registration information and circulation information that identifies specific patrons.”

Consequently, confidentiality is considered to extend not only to materials consulted, borrowed, or acquired but also to information sought or received,

database search records, reference interviews, interlibrary loan records, Internet use records, or other personally identifiable uses of library materials, facilities or services. Therefore, this information shall not be made available except in accordance with applicable law.

### **3.2.3 Code of Conduct**

Individuals using the Library are expected to behave in ways that show respect for themselves, for other patrons, and for staff and property. The Library follows the [Incorporated County of Los Alamos Administrative Procedure Guideline No. 1463](#) which outlines unacceptable behaviors and penalties for violating the Code of Conduct up to and including criminal trespass and revocation of memberships at County facilities.

## ***3.3 Public Involvement Principles***

### **3.3.1 Library Support Groups and Volunteers**

The community may establish support groups to promote the interests of the Library. All activities of such groups must be in concert with the Library's mission and goals.

The Library will encourage the work of support groups, which perform functions and provide services relating to the Library for which there is not normally a governmental appropriation or other form of support. While these groups may supplement normal Library activities, the Library must not become dependent upon these groups to provide support that should be financed by government appropriations.

The Library encourages the services of volunteers if such services support the purposes of the Library. The conditions of service for volunteers shall be determined and regulated by the Library Manager in keeping with the Incorporated County of Los Alamos Administrative Procedure Guideline No. 1310 Volunteer Policy.

### **3.3.2 Public Relations**

The Library recognizes that it is a public service and will exert all reasonable effort to make Library services and facilities accessible to all patrons and to keep the community continuously and accurately informed about its activities and plans. The Library may utilize a variety of methods to gather feedback and input from the public and to evaluate the effectiveness of its services. Library patrons who wish to compliment, comment, or complain about Library policies, procedures, guidelines, services, collections or facilities are welcome to discuss their concerns with the Library Manager and are encouraged to submit a Customer Comment card to the Library Manager directly, online, or via Library staff. Comments are read, responded to, and shared with the Library Board, or other appropriate County personnel, on a regular basis.



Patrons who feel their concerns have not been addressed may contact the Director of the Community Services Department or the County Manager.

### **3.3.3 Partnerships and Collaborations**

The Library welcomes a broad base of support from various sources within the community to fulfill its mission. The Library may partner or collaborate with non-profit organizations, governments, commercial entities, and other groups or individuals to extend and enhance services, to coordinate efforts between organizations, and to facilitate community connections and conversations. The Library will seek and respond to opportunities to partner with organizations when the collaboration:

- Supports the Library's mission, goals, and priorities
- Can be accommodated with existing Library resources
- Is inclusive and accessible to a wide audience
- Offers engaging, high quality, informative programs or services
- Can be accommodated within the Library's schedule
- Provides events and services that are free and open to the public

The Library reserves the right to choose whether or not to collaborate with a particular organization, and may terminate that collaboration at any time. The collaborating organization must abide by all Library and County policies.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed therein. Program topics, speakers and resources are not excluded from Library programs because of perceived controversy.

### **3.3.4 Request For Reconsideration of Library Services**

The Library recognizes that patrons may question the inclusion of items in Library collections or the content of Library programs or services. Patrons are encouraged to first discuss their concerns with the Library Manager.

If concerns remain, the patron may ask that the Library reconsider the request by submitting a Request for Reconsideration form to the Library Manager. The Library Manager may consult with staff and other relevant sources. In making a decision, the Library Manager shall consider:

- The purpose of the item, program, or service itself
- Information obtained from research including accuracy of content, reputation or significance of the author/creator/presenter, diverse points of view
- Whether the Library's guidelines and processes were followed
- Library mission, goals, and policies
- American Library Association's [Library Bill of Rights](#)

The Library Manager will make a timely decision regarding the Request for Reconsideration and respond in writing to the requester.

If the patron is not satisfied with the Library Manager's decision, the patron may forward the matter to the Director of the Community Services Department. The Community Services Director will convene a committee consisting of the patron bringing the concern forward, chair of the Library Board, and the County Council's liaison to the Library Board to review whether staff followed established policies and procedures in the development of the service or acquisition of materials and to offer recommendations on the reconsideration to the Director of the Community Services Department. The Director of the Community Services Department, taking into consideration the committee's recommendations may consult with the County Attorney, and will make a decision and prepare a written document on the matter.

The decision of the Community Services Director will be final.

The Library will respond only to requests for reconsideration from those eligible to obtain a library card from Los Alamos Public Library.

The request for reconsideration process does not apply to certain electronic collections that the Library does not have control over, including those administered by Hoopla or the New Mexico State Library.

Items in the collection, programs, and services shall remain available and accessible to the public while the reconsideration is being evaluated.

## **4.0 PUBLIC SERVICES**

The nature and extent of public library services are dependent upon the availability of resources. All services listed may vary in scope from time to time; however, the Library subscribes to the basic tenet that services offered will be provided equitably to everyone, and will include all age groups.

### ***4.1 Service Population***

#### **4.1.1 Primary Service Area**

Los Alamos County residents are the Library's primary service population. Historically and in keeping with the belief that education and information are essential to the health of the community, region, and state, the Library also renders full services to those who reside within the state of New Mexico. The Library welcomes visitors, subject to its obligations to its primary service area.

#### **4.1.2 Youth Population**

Although the Library does not distinguish among individuals in the provision of library services, it recognizes the special requirements of service to children and young adults and supports this service as an essential public library function.

Parents and guardians are responsible for overseeing their minor children's use of the Library's collections, programs, and services, and have the right and the responsibility to restrict the access of their children, and only their children, to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. The Library does not assume the role of parents or the functions of parental authority in the private relationship between parent and child. The Library has a public and professional obligation to provide equal access to all library resources for all library patrons.

The Library complements services of school libraries but does not normally replace or replicate them. The Library may collaborate and cooperate with the schools on special projects and events.

#### **4.1.3 Special Populations**

The Library will assist those with special needs, in compliance with federal and state law. The Library is committed to providing equal access to all patrons, including those with disabilities under the Americans with Disabilities Act (ADA) in keeping with the Incorporated County of Los Alamos Administrative Procedure Guideline 1464 Title II ADA Policy.

### **4.2 Facilities**

As a public library, the Library strives to locate, design, and maintain library facilities and organize its operations so that they are convenient and accessible, easy to use, safe, and attractive.

#### **4.2.1 Number and Location**

The Library will maintain facilities from which public library services can be provided. Although the size and number of facilities, including outreach facilities, may vary, there will be an emphasis on supporting at least one facility in Los Alamos and one in White Rock as resources permit.

#### **4.2.2 Hours of Operation**

The Library will maintain a reasonable mix of day and evening, weekday and weekend hours at each facility to provide direct or indirect access to library facilities, materials, and services. The goal of the Library is to ensure the number of hours do not fall below the standards for public libraries recognized by New Mexico State Library, except as may be directed by the County Manager.

Community needs and resources available will determine the actual hours of operation.

#### **4.2.3 Use of Library Equipment**

Only equipment designated for public use may be used by members of the public.

#### **4.2.4 Photographing or Videotaping in the Library**

Attendance at programs and events sponsored by the Library may be recorded by County staff through photographs and/or video. The Library may use these photos or video to publicize and promote Library services and to advance the mission of the Library. These images/videos may be posted on the County's website, in the Library's newsletter, or social media outlets in accordance with County guidelines. No names will be utilized in conjunction with photos without express written consent.

Library patrons and visitors to the Library may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.

Requests by filmmakers, commercial or amateur photographers to photograph or videotape in the Library must receive prior approval from the Library Manager, and may be denied if it will be disruptive or would violate the Code of Conduct.

### ***4.3 Library Materials***

The Library will develop and maintain a collection of materials that, to the fullest extent practical, meets the varying informational and recreational needs of the Library's service population, in particular, residents of Los Alamos County.

No Library can meet all the needs of all of its patrons all of the time. The Library will, however, apply all reasonable diligence in developing and maintaining the best collection possible given available resources.

The Library will maintain a definite and recognizable process for the development of the collection. While the details of the process may change as needs require, the procedures will be defined clearly and be easily available and certain basic elements, as noted below, will be included.

#### **4.3.1 Selection Responsibility**

The Library Manager is responsible for collection development and is assisted by members of staff, with suggestions from Library patrons. Library staff making selection or withdrawal decisions are guided by professional review and evaluation sources, [ALA's Code of Ethics](#), practical experience, personal knowledge, expert advice, and community needs as reflected in collection usage statistics, feedback from the community, and purchase requests.

#### **4.3.2 Selection Parameters**

The principles of intellectual freedom do not require that any public library own or not own any particular item. The Library acquires materials to support a broad range of citizen interests, attempting to maintain a balance in an effort to achieve its service goals. The Library carefully considers the use of public funds to respond to individual requests.

In selecting materials of any format, the Library Manager and staff are guided by ALA's Code of Ethics and should neither avoid nor encourage political, social, artistic, or religious controversy. The Library takes no advocacy position on materials. Believing however, that the free and healthy intellect thrives on diverse opinions, the Library encourages an environment of intellectual stimulation.

In fulfilling its purposes, the Library strives to assure a measure of educational, cultural, recreational, research and informational materials, regardless of format. Certain materials may have educational, cultural, recreational, research and informational value even though parts of the materials contain salacious appeal. Selection of such materials is discretionary with the Library Manager, all other policies considered.

#### General Selection Criteria

The Library attempts to obtain a variety of materials to satisfy the needs of all patrons. All acquisitions, whether purchased or donated, are evaluated by the following standards. An item need not meet all criteria to be acceptable, nor is any single criteria decisive. The order of the general criteria in the list does not indicate priority.

The following general criteria are used:

- Community needs, interests, and demand
- Reputation, qualifications, and authority of the creators, publisher, or producer
- Literary, artistic, or technical merit
- Relationship to existing material in the collection
- Accessibility from other lending sources
- Format appropriate to library use
- Recommendations of reviewers
- Price
- Suitability of subject, style, and reading level for the intended audience
- Appropriateness and effectiveness of format to content
- Accuracy of content
- Date of publication
- Special effort to obtain material representing all sides of lived experience including a balanced examination of controversial issues and current topics
- Inclusion of resources from self-published, independent, small, and local producers

- Multiple formats to accommodate access for patrons with different needs
- Content created by and representative of marginalized and underrepresented groups
- Content in the major languages used in the community that the library serves, when possible

#### **4.3.3 Collection Characteristics**

The Library's collection serves the needs of the community, and may change over time. Among the most commonly considered collection characteristics by staff during the collection development process are format, audience, and availability.

The Library does not restrict the format of materials to be considered for the collection. All formats are potentially appropriate and shall be given due consideration. Examples of formats include but are not limited to print, audio, video, digital, graphic, online, etc. New formats are evaluated for inclusion as patron interest warrants and resources permit. Formats may be removed as usage declines and items are withdrawn.

Although the Library does not categorize nor limit access to materials designated as 'adult' or 'youth'; certain materials will be of particular interest to or appropriate for different age groups by virtue of the subject matter, level of complexity, etc., and will be designated as such. These designations are intended to provide a convenient mechanism for the arrangement of materials of particular interest to adults, children, young adults, and teens, and are not intended to restrict use to a particular age group nor does it signify appropriateness of content.

As a public library, the Library emphasizes the circulation of library materials and for that reason, the bulk of the collection is available on loan to eligible patrons.

In order to support certain services such as reference and information activities, or to safeguard rare or costly items, the Library limits the use of some specialized materials and some equipment to library facilities.

#### **4.3.4 Donations**

Donations are accepted for the collection when they assist the Library in accomplishing its goals and objectives and also meet physical and subject standards required of similar items in the collection. Materials donated to the Library cannot be accepted on a conditional basis and items not added to the collection cannot be returned to the donor. The Library retains unconditional ownership of all donations and makes the final decision on use or disposition.

#### **4.3.5 Withdrawal**

The Library withdraws items from the collection that are seldom used, no longer accurate, duplicated elsewhere, or are worn and/or damaged. In withdrawing materials the Library takes no advocacy position.

## **4.4 Circulation Services**

The Library is committed to circulation services as a basic public library activity, including, at a minimum, the functions of lending and retrieving library materials, registering patrons, maintaining access to materials, handling records relating to circulation services and providing direct customer service.

The Library maintains a reasonable process and parameters for issuing library cards, renewing items, retrieving overdue materials, and billing patrons for lost or damaged items as well as a process for removing fees for these items.

### **4.4.1 Fees**

The Library assesses fees for lost and damaged items based on the original cost of the item. Fees may be reduced by up to 50% based on the age of the item and the number of times it has been checked out.

## **4.5 Reference and Information Services**

Reference and information service is part of the Library's mission and commitment to serving the community, and is available from all service points including online. This service includes, at a minimum, the provision of information or assistance in locating information or materials, training in the use of materials and equipment, interlibrary loan assistance, and referral services, each of which is tailored to the particular needs of the patron.

The Library does not guarantee the accuracy of information contained in any materials owned or obtained by the Library; neither is the Library liable for any consequences or damages the user of materials owned or obtained by the Library may suffer based on actions taken or decisions made using information from the Library. Further, the Library does not guarantee that the source of any information to which a library employee may direct a user seeking reference or informational assistance is the best possible available source of that information either in materials which the Library owns or is able to obtain from other sources.

## **4.6 Public Access Computing, including Internet Use**

The Library provides free access to the internet using computers provided by the Library or on a user's personal device through a wireless connection. Library staff will make every attempt to assist with access but cannot guarantee a successful connection. The ability to print from library computers or wirelessly is also not guaranteed. Library staff are prohibited from troubleshooting problems with a patron's wireless device or assisting with making changes to hardware configuration. Internet communications at the Library are not secure. Information sent or received may potentially be intercepted by someone else

Neither the Library, nor Los Alamos County will be liable for any damage to a user's personal computer, wireless device, or peripherals, or for any loss of personal information, data, damage, or any negative consequences that may occur as a result of the use of the Library's computer equipment, online services, or Internet connections.

The Library does not monitor, nor control, the information accessed through the Internet and is not responsible for either the nature of or the accuracy or currency of any information accessed on the Internet.

The Library does not filter information received on wired or wireless connections. The Library is not responsible for inadvertent exposure of minors or adults to potentially offensive material by Internet users on Library connections, and the Library is not responsible for what a minor or adult may access on the Internet. As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Any restriction or monitoring of a minor's access to the Internet in the Library is the sole responsibility of the parent or guardian.

Use of the Internet shall be consistent with the Library's mission, goals, policies, and procedures, and with applicable local, state, federal and international laws including those pertaining to obscenity and copyright. Users shall not engage in illegal activity, or in any activity that would threaten Library or County systems, databases, or network functionality or security. Internet access shall be used in accordance with the [Code of Conduct](#) in a manner that does not disturb, distract or impede the use of Library facilities or materials by others. Computer users shall exhibit respect for one another's privacy and diverse sensibilities. Penalties for abuse of this resource in the Library may result in loss of library privileges.

#### ***4.7 Displays, Exhibits and Art Galleries***

The Library utilizes display cases, bulletin boards, display tables and other areas both within the Library and online to display resources, to provide information, to educate, and to increase awareness of Library programs, resources and events.

Displays of Library materials are intended to include a wide spectrum of opinions and viewpoints that appeal to a range of ages and interests. Displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Library of the content of the display or exhibit, or of the views expressed in materials on display.

Display cases, display tables, and bulletin boards are reserved for Library use only. The Library, in conjunction with its own displays, may solicit contributions of



items from outside the Library to augment Library displays. Bulletin boards located at the entrance of the Library may be used for display of community events, flyers, and services.

The Library may provide space for other County departments, divisions, and contractors to display information.

The Library may provide space for the general public to exhibit and display materials, within time, place and manner restrictions.

The individual or organization submitting the literature or material is solely responsible for its contents. The Library does not advocate or endorse the viewpoints of the individual or organization displaying the material.

#### **4.7.1 Art Galleries**

The upstairs art gallery at Mesa Public Library is available for art exhibits by regional artists or educational, cultural, or travelling exhibitions, according to schedules as developed by library staff and/or County contractor. The use of the space is non-exclusive, and it may also be used for receptions only in conjunction with the exhibit as well as for Library activities and general study space. The Library may impose reasonable rules for the protection of the artwork and the safety of the patrons.

The youth art gallery in the Mesa Public Library is available for displays of artwork by regional area students. The use of the space is non-exclusive, and it may also be used for Library displays and for general study space. The Library may impose reasonable rules for the protection of the artwork, the safety of the patrons, and due to its proximity to study and collection areas, non-interference with Library use.

### ***4.8 Meeting and Study Space***

The Library is one of a number of Los Alamos County government facilities with meeting spaces available for public use. Because of the Library's commitment to the concept of free public library service, it supports the provision of library meeting and study space during library hours at no cost to eligible patrons.

Groups may be denied use of these spaces or required to reschedule a previous room reservation if a conflict arises with a Library sponsored function.

The Library reserves the right to refuse access or use of the rooms.

#### **4.8.1 Meeting Rooms**

Meeting rooms may be reserved in advance, and use will follow the stated guidelines. Rooms are reserved online on a first come, first-served basis. When

used by the public (as distinguished from Library or County use), the meeting rooms are a limited public forum, and time, place and manner restrictions apply.

The group or organization using a meeting room is solely responsible for the content of the meeting. The library does not advocate or endorse the viewpoints of the individual or organization using a meeting room.

The Library requires public meetings and programs held in its meeting rooms be free and open to the public with no admission fee being required of participants. The group or organization using a meeting room may not charge a fee, collect donations, or conduct sales.

#### **4.8.2 Study Rooms**

Study rooms are closed or non-public forums and are intended for individual or small-group study. Study rooms in each location are available to be reserved online in advance on a first-come, first-served basis. Some study rooms are available for immediate use on a first-come, first served basis, and patrons must make arrangements for use of the rooms, at the time of use at the service desk. The individual or group using a study room may not charge a fee, collect donations, or conduct sales.

#### **4.8.3 Other Library Spaces**

Note that the Mesa Public Library downstairs rotunda, Youth Services Zone area, third floor rotunda, and art gallery are also closed or non- public forums. At the White Rock Branch Library the stage, fireplace area, and large study tables are closed or non-public forums. These spaces are not public meeting spaces and are intended to be used for Library-related or Library-sponsored or County-sponsored programs, displays and events, which may include the sale of event-related items. They may not be reserved by the public nor used for meetings.

### ***4.9 Solicitation and Sales in the library***

The Library permits no solicitation or sales within the Library, including the lobby, except by authors, performers and artists in conjunction with Library or County sponsored events. Los Alamos County permits may be required for sales. No non-County or non-library surveys, solicitations or petitions will be kept or distributed at the Library service desks, or posted on any Library walls or bulletin boards, with the exception of the bulletin boards so designated and as may be permitted by this Policy. Petitioners may not solicit signatures within the Library, including the lobby. As a public service, petitions may be posted on designated bulletin boards, but Library patrons may not be approached by petitioners once they have entered the lobby.

Sales are permitted in the Library when granted by the Library as part of contracted services such as for the sale of withdrawn and donated items and for

sale of art in the gallery.

#### ***4.10 Programs and Events***

The Library develops and presents programs and events that support its mission, goals, and priorities. Programs and events may be developed and presented by staff or by paid presenters. Funding for paid presenters may be from County appropriations, Friends of Los Alamos Libraries, or New Mexico State Library grants and bonds. In making decisions about programs, topics, speakers, and presenters the Library considers:

- Alignment with strategic plans and goals
- Community needs and interests
- Budget and cost
- Presenter background/qualifications
- Staff time required
- Potential to promote and encourage use of Library collections and resources

Library sponsored programs and events are open to the public and are free of charge. Registration may be required for some events.

Performers or authors may sell their work as part of a Library program as outlined in section 4.9. Los Alamos County permits may be required for sales.

Individuals or organizations interested in presenting a Library program may enter into a collaboration or partnership with the Library as outlined in section 3.3.3.