



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Access and Use of Facilities

03.04.03 Library Outreach Services

~~PCCLD provides library services to persons who are unable to visit a library due to physical, economic, geographic, or other barriers. PCCLD's outreach services may include material delivery, off site programming, and other services as approved by PCCLD's Executive Director.~~

The purpose of the Library Outreach Policy is to establish guidelines for how PCCLD provides services beyond traditional branch locations. The goal of outreach is to deliver information, programs, and services to community members who are underserved due to physical, socio-economic, transportation, or geographic barriers. Through outreach services, PCCLD also promotes library facilities, services and resources to increase use and to expand library access to new users who normally do not come in contact with the library.

Library outreach encompasses proactive strategies, services, and endeavors aimed at engaging and serving all county residents, to ensure fair and equitable access to information, resources, and services. It involves recognizing, advocating, and providing customized services for diverse demographics, promoting community involvement, and adjusting to changing landscapes to address evolving community needs efficiently. Outreach efforts vary in intensity and scope, ranging from informal communication and promotional activities to comprehensive, structured programs.

Outreach services are an extension of Pueblo City-County Library District. All policies governing PCCLD apply equally to outreach activities.

See Also: [03.04.01](#) *Customer Information Services*
 [03.07.01](#) *Library Programs and Events*
 [03.07.02](#) *Public Relations*



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03.04.03.G1 Library Outreach Guidelines

Outreach will be provided across Pueblo County and may include the delivery of collection materials, services and programs, and information related to library resources to locations beyond the physical library.

Outreach services will be provided based on available resources, including staff time. Library staff will participate in outreach events that are free and open to the public unless otherwise determined to be appropriate to attend. Outreach activities must align with PCCLD's mission, as well as all other criteria guiding outreach participation. Library staff reserve the right to cancel or modify outreach activities when concerns arise regarding the safety of staff or participants, when outreach goals no longer align, or when anticipated participation levels are insufficient to justify the time and resources required.

Recurring or newly established outreach services conducted in partnership with local businesses or organizations may require the completion of an Outreach Services Partner Agreement. Communication with outreach partners will occur on a regular basis to ensure goals for outreach service are clearly articulated and satisfactory to all parties.

Community partners, organizations and schools may request outreach support from PCCLD using a webform available at www.pueblolibrary.org. The outreach request webform must be submitted at least two weeks in advance of the requested outreach date. A library staff member will respond within two business days.

In instances when outreach services or activities are scheduled to take place outdoors and there is inclement weather or unforeseen circumstances, staff will follow PCCLD's emergency procedures and will work with leadership to determine if the event should continue, be relocated, rescheduled or cancelled. Staff and patron safety take precedence over program delivery.



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03.05.01 Meeting Room Use

PCCLD provides public access to event spaces, meeting rooms and study rooms on a reservation and first come-first served basis. These rooms are designed to offer accommodations for educational, informational, cultural, recreational and civic functions of the community in Pueblo County. The provision of public meeting rooms is one of many methods used to provide access to ideas representing all points of view on all subjects and to create welcoming spaces where all are free to explore and connect. Fees may be charged for use of event spaces and meeting rooms by the public.

The use of meeting rooms at each library will be governed by guidelines that will be administered by the Executive Director or their designee. Guidelines may vary among buildings as well as for different event and meeting spaces within each building. Users must comply with all stated guidelines and PCCLD reserves the right to revoke use privileges at any time.

I. Priorities

- A. PCCLD allows use of library event spaces, meeting and study rooms by the community when those facilities are not needed for PCCLD administrative use, activities sponsored by the Library in whole or in part, and when such use does not disrupt PCCLD programs and activities.
- B. Such permission is revocable and does not constitute a lease. PCCLD reserves the right to deny applications for use based on the availability of space or staff, frequency of use, or as deemed necessary by PCCLD's Executive Director or their designee.
- C. Library programs and library sponsored events will have priority and may lead to cancellation of public reservations if necessary.

II. Endorsement

- A. Permission to use an event space, meeting or study room does not imply an endorsement of the aims, policies or activities of any group or organization by PCCLD, nor the viewpoints expressed by participants in programs.
- B. No advertisements or announcements implying such an endorsement are permitted. However, PCCLD may elect to provide notification to the general public about a group's meeting or activity.

- C. For-profit activities are not permitted within event spaces, meeting or study rooms. PCCLD supports local authors and their efforts to connect with readers. The Library therefore permits authors to sell their books within meeting rooms during literacy-based programs or author events. No other merchandise may be sold. Payment transactions are the sole responsibility of the meeting host or presenter and money will not be accepted by library staff. Sales tax and compliance with laws governing the private sale of goods is the responsibility of the author, not the library district. ¶

III. Equal Opportunity

- A. Activities taking place in event spaces, meeting and study rooms must not be closed to any person due to age, gender identity, race, religion, national origin, ability or any other legally protected category.
- B. PCCLD encourages all groups to use our facilities. If the meeting or event is not advertised as being "open to the public," groups using the event spaces, meeting or study rooms have the right to limit attendance, with the exception of legally protected categories. Library staff cannot be expected to enforce or ensure the privacy of any meeting or event.

IV. Liability

- A. All organizations or groups shall indemnify, defend and hold harmless PCCLD, its officers, agents and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from an individual's or group's use of a library event space, meeting or study room.
- B. The reservation holder and/or organization will be jointly and separately liable for any breakage, damage or theft of any library property caused by members of guests of the group or organization. Liability includes all applicable court costs and attorney fees.
- C. The Library, its employees and Trustees do not assume responsibility for personal injury, damage or loss of personal property during the applicant use of event spaces, meeting or study rooms.
- D. All activities and programs conducted in PCCLD's libraries must comply with all federal, state and local laws and are subject to PCCLD's rules, regulations and Code of Conduct. Groups or organizations failing to comply with any part of this policy or established meeting room guidelines may be denied further use of PCCLD event spaces, meeting or study rooms. The use of a library event space, meeting or study room signifies acceptance of the terms of this policy.



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03.05.02 Bulletin Boards, Information Racks and Distribution of Free Materials

Items that publicize or promote community organizations and local events further the role of the library as the central source for civic, cultural, educational, and recreational information.

Limited display space is available in PCCLD libraries for community organizations engaged in educational, cultural, intellectual, or charitable activities to disseminate information.

- Bulletin board display space is available in PCCLD libraries for use by local governments, nonprofits, and educational and cultural institutions. The amount and type of space available will vary in each library.
- Information racks are used to distribute PCCLD brochures, flyers, calendars, maps, information sheets, etc.
- Designated handout areas are also available for the distribution of free materials.

Designated ~~Community Relations staff and the~~ designated library manager for each facility will approve items for posting on bulletin boards and distribution of free materials.

Campaign literature and other partisan political materials are allowed during periods before elections, but must be removed once polling begins in libraries that serve as polling locations, as governed by *Colorado Revised Statutes § 1-13-714*. ~~cannot be distributed in PCCLD libraries if it would be in violation of election laws.~~

Personal notices, including notices representing a single individual's views, legal notices, and notices of a commercial nature are prohibited.

Anyone requesting district-wide distribution and/or posting must have approval from ~~designated Community Relations staff the Community Relations Manager~~. Approved items will be distributed and displayed as soon as possible based on available space. There is no guarantee that items approved for district-wide posting will be posted at all locations. All bulletin boards, information racks, and handout areas are checked regularly to remove outdated materials. The library reserves the right to remove any item at any time.

Distribution or posting of items by the library does not indicate endorsement of the issues, events, or services promoted by those materials.



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03.05.02.G1 Bulletin Board Guidelines

1. Announcements and postings of non-library related or sponsored events are restricted to designated bulletin boards near the entrances of each library. Non-library related announcements posted anywhere else in the library or on the grounds will be discarded.
2. All announcements and notices will be reviewed prior to their placement on bulletin boards in PCCLD libraries. Announcements placed in PCCLD libraries without review by the designated library manager or designated Community Relations staff ~~for each facility~~ will be discarded.
3. Announcements will be arranged and displayed by library staff. The public should not remove or rearrange the position of any announcement.
4. Library publications and announcements will have first priority placement. Remaining space will be provided for non-library related announcements.
5. All postings are subject to space availability.
6. The Library assumes no responsibility for acquiring materials, replacing them, or for providing additional information about a posted event or activity.
7. Announcements may not list PCCLD as co-sponsor or list a library telephone number as a contact for information without express approval from ~~the Manager~~ designated Community Relations staff.
8. The Library reserves the right to dispose of announcements as it sees fit and will not return announcements deemed unsuitable for posting.
9. Announcements accepted for posting will be initialed and dated. They then may be discarded after one month or the date of the posted event – whichever comes first. Any items found posted without staff initials and date will be immediately discarded.



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03.05.02.G2 Distribution of Free Material Guidelines

1. Selection and retention of free materials for distribution and placement in PCCLD's handout areas located in each library will be at the discretion of the designated library manager for each library facility.
2. All free publications for district-wide distribution in PCCLD libraries will be reviewed by the designated Community Relations staff department Manager or his/her designee prior to placement in designated handout areas.
3. Examples of publications for distribution in designated handout areas include:
 - Informational items produced by local government agencies
 - Informational items produced by local non-profit organizations
 - Items promoting cultural or educational community events
 - Newspapers and publications of general community interest.
4. Examples of free publications that are not acceptable include:
 - Commercial publications whose primary purpose is to generate business
 - Petitions
 - Items pertaining to sale of personal property or solicitations for employment (some exceptions are made for government entities)
 - Materials unsuitable in size or format
5. Publications will be arranged and displayed by library staff. The public should not remove or rearrange the position of any publication.
6. PCCLD libraries must approve display hardware for publications or may request hardware from the vendor if needed. Unapproved and/or unsolicited hardware will be removed.
7. Free publications will be displayed only in designated handout areas.
8. The Library assumes no responsibility for acquiring materials, replacing them, or contacting agencies to replenish publications.
9. The Library reserves the right to dispose of materials as it sees fit, and will not return materials deemed unsuitable for distribution.
10. Publishers or vendors with more than one publication must have each publication reviewed on its own merit.
11. Serial publications, once reviewed and approved, do not require separate reviews for each issue.



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03.05.02.G3 Campaign Literature Guidelines

In recognition of its role of supplying election information to the public and to provide information presenting all points of view on issues, PCCLD will make available free campaign information tables at its libraries. Individuals or organizations representing candidates and/or issues may leave campaign literature for the public to pick up from these campaign information tables pursuant to the following rules:

1. The responsibility for maintaining a sufficient supply of literature for public dissemination rests with the individual or organization representing the candidate or issue.
2. PCCLD shall not expend any public monies from any source, or make any contribution to urge electors to vote in favor of or against any campaign issue or candidate.
3. The sole purpose of the campaign information table is to offer the public all points of view on election matters so the public can make informed decisions when voting.
4. Any member of the general public is permitted to place campaign material on the table.
5. Political campaign material can only be displayed during the month preceding an election. ~~day.~~ Library locations that serve as a polling place must be sure that campaign materials are either over 100 feet from the polls or removed before any election activities take place.
6. A sign will be placed in a prominent place on or above the table stating that:
 - o The table is being provided in fulfillment of the library's institutional mission of providing access to information.
 - o Any member of the general public is permitted to place campaign material on the table.
 - o The presence of election materials on the table does not constitute an endorsement of any candidate, advocacy of a yes or no vote on any ballot issue, or urging any elector to vote in favor of or against any candidate or ballot issue by PCCLD.



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03.05.06 Partnerships and Sponsorships

PCCLD partners with institutions or accepts sponsorships when doing so benefits PCCLD. Partnerships are considered to be long-term cooperating alliances between PCCLD and one or more institutions with specific responsibilities and outcomes assigned to each partner. Sponsorships are considered as a means for institutions to support specific library projects, services, or programs and are short-term. All partnerships and sponsorships will be structured to protect PCCLD's public trust, enhance its reputation, and support its mission and strategic goals.

Each opportunity will be evaluated by the PCCLD Executive Director or his/her designee to determine the costs and benefits. Based on the scope of the partnership or sponsorship, the Executive Director will determine whether a formal written agreement is required. The Executive Director may enter into written agreements. All written agreements that cost PCCLD \$25,000 or more per year shall require approval by PCCLD's Board of Trustees. The Executive Director is responsible for communicating each written agreement to the PCCLD Board of Trustees. In determining whether a written agreement is required, consideration will be given to financial cost value, duration, public visibility, branding implications, and data sharing, and operational impact.

The mission and policies of potential partners and sponsors must be compatible with PCCLD's mission and policies. PCCLD may cancel a partnership or sponsorship agreement at any time if the partnering or sponsoring institution uses the library's name without prior consent or if the partner or sponsor's mission changes substantially in a manner that becomes incompatible with PCCLD's mission and image.¶

¶ All uses of PCCLD's name, logo, or brand assets must receive prior approval and adhere to PCCLD branding and communication guidelines. Recognition and promotional benefits for sponsors will be proportionate to the level of support and defined in writing.

Public communications related to partnerships and sponsorships, including announcements, media engagements, and promotional materials, will be coordinated by designated through PCCLD's Community Relations staff department.