

CUSTOMER CONDUCT

03.06.04 Video Surveillance

In support of PCCLD's mission, the library strives to provide a welcoming and safe environment where people can use the library's facilities and resources. The library has installed video surveillance cameras to promote safety for customers and staff and to provide extra security for PCCLD's valuable resources and facilities. The purpose of this policy and the following procedures are to establish guidelines for the placement and use of video surveillance cameras as well as the access and retrieval of recorded digital images.

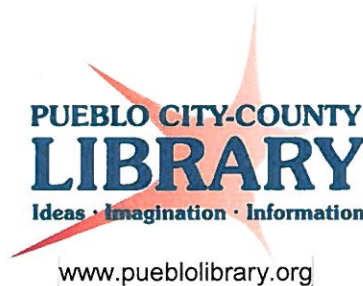
Video surveillance will be used, when necessary and under specific guidelines, to provide staff and law enforcement assistance in investigating and prosecuting criminal activity and violations of the Library's Code of Conduct.

Cameras will be installed to cover entrances and exits to and from the buildings, near elevators and stairs, near valuable collections or resources, public use areas, and delivery areas. They will not be used where staff and customers have an expectation of privacy such as inside of restrooms. There will be public notice of video surveillance equipment in use in the building.

The Executive Director and his/her designee(s) will have access to real-time monitors and archived materials to pursue alleged violations of the Library's Code of Conduct and/or incidents of criminal activities. No content may be released without the express written permission of the Executive Director or his/her designee.

Policy Reference: [03.06.01](#) *Acceptable Library Use and Safety*
 [03.06.03](#) *Customer Code of Conduct*

See Also: [03.06.01.G1](#) *Guidelines Governing Use of the Library*



CUSTOMER CONDUCT

03.06.04.G1 Video Surveillance Guidelines

Video surveillance cameras will be placed in indoor areas to permit designated Library staff to view real-time monitors on desktop computers, placed in secure areas to ensure private access.

Video surveillance cameras will not constantly be monitored; therefore, staff and public should take appropriate precautions for their safety and the security of personal belongings. PCCLD is not responsible for personal injury or loss of property.

Access to archived video surveillance camera footage in pursuit of violations of the Library's Customer Code of Conduct and documented incidents of criminal activity are restricted to the staff approved by the Executive Director and/or his/her designees.

Police access to archived video surveillance camera footage is given pursuant to a subpoena, court order, or other situations required by law when such requests are submitted to the Executive Director or his/her designee.

Stored still images of barred and/or suspended customers may be shared by staff district-wide. These images may be posted in restricted staff areas for the duration of the suspension or the length of time customers are barred.

Images will generally be stored for an average period of 30 days. As new images are recorded, the oldest images will be automatically deleted except for selected digital video which may be saved as long as needed.

Questions from the public may be directed to the Executive Director and/or the Director of Public Services.

A copy of this guideline may be shared with members of the public upon request. The policy and guidelines are also posted on PCCLD's website.

Policy Reference: [03.06.01](#) *Acceptable Library Use and Safety*
 [03.06.03](#) *Customer Code of Conduct*

See Also: [03.06.01.G1](#) *Guidelines Governing Use of the Library*
 [03.08.01.R2](#) *Legal Citations*

Art Sale + Soiree

FRIDAY, MARCH 30 AT 7 P.M.
PUEBLO WEST LIBRARY, 298 S. JOE MARTINEZ BLVD.

SUGGESTED JURY:

- Ed Posa
- Caroline Peters (CSU Art Department)
- Gary Parks, Pueblo Library Foundation
- Susan Wolf, PCCLD Community Relations
- Midori Clark, PCCLD Community Relations

TIMELINE:

Feb. 3: Call for Entries distributed
March 15: Submissions Due
March 19: Jury to select art work
March 20: Contact selected artists
March 28: Artwork delivered to Pueblo West Art Gallery
March 29: Exhibit hanging
March 30: Art Show Sale and Reception
April 30: Artists must pick up their unsold pieces.

FUNDRAISING:

The jury will be encouraged to select work not only on artistic merit, but also to consider how likely the pieces are to be sold. The goal will be to have a wide range of artistic styles and mediums represented. Artists will be encouraged to submit work priced between \$50-\$200 and up to 3x4 feet in size. The library will receive 40 percent of all proceeds from the sale of art work. All artists involved will be asked (not required) to donate a piece of art for a small silent auction, of which 100 percent of the proceeds will go to the library.

RECEPTION:

The Art Show and Sale will start at 7 p.m. on Friday, March 30 at the Pueblo West Library, 298 S. Joe Martinez Blvd. Foundation board members and board of trustees will each be asked to donate a bottle of wine and personally invite 10 people to the reception. Sponsorships will be solicited to pay for heavy hors d'oeuvres and music. Save-the-date cards will be sent out at the in mid February. Invitations will be sent out in early March.

Art Sale + Soiree

FRIDAY, MARCH 30 AT 7 P.M.
PUEBLO WEST LIBRARY, 298 S. JOE MARTINEZ BLVD.

CALL FOR ENTRIES

The Pueblo Library Foundation is pleased to announce the inaugural *Art Sale + Soiree*. Local artists are invited to submit an application to have their work included in this special event. Artists working in all media will be considered including: painting, drawing, photography, ceramics, sculpture, and glass.

Requirements

- Representations of up to three pieces per individual artist, along with a submission form, must be submitted no later than March 15, 2012.
- Submissions may be sent electronically to susan.wolf@pueblolibrary.org or delivered on CD to Pueblo City-County Library District, Attn: Community Relations, 100 E. Abriendo Ave., Pueblo CO 81004. Submissions will not be returned.
- Individual pieces must not be larger than 3 feet wide by 4 feet tall.
- All submitted work must be available for sale during the length of the show. The library will receive a 40 percent commission on all sales.
- All selected art work must be labeled on the back of the piece with the following information: artist name, piece title, medium and price.
- Selected artists must be available to deliver art pieces to the Pueblo West Library on Wednesday, March 28.

Guidelines

- This art show is open to all area artists and is free to enter.
- A jury of library staff, a Library Foundation Board member, a local artist and art educator will judge all artwork to be included in the show.
- Preference will be given to pieces that sell between \$50-\$200
- Selected artists may be asked to provide additional art pieces or replacement pieces if their original pieces sell.
- Selected artists will be notified by March 20.
- The sale will be conducted by Pueblo City-County Library staff and artists will be mailed payment within two weeks from the sale date.
- Selected artists will be invited (not required) to donate a small piece or print for a silent auction.
- The show will be on display through April 30, on which day, artist must pick up any unsold pieces.
- The library will take reasonable care to ensure the safety and security of items; however, the library assumes no responsibility for loss, damage, or theft. Artists are encouraged to insure their own work.

Sale & Reception

A public sale will take place on Friday, March 30 at 7 p.m. at the Pueblo West Library, 298 S. Joe Martinez Blvd. Hors d'ouvres will be served and musical entertainment will be provided. Artists are encouraged to attend and send invitations to this event.

Pueblo Library Foundation

Art Sale + Soiree

Submission Form

Artist Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Art Work #1

Title: _____

Medium: _____

Size: _____ Price: _____

Art Work #2

Title: _____

Medium: _____

Size: _____ Price: _____

Art Work #3

Title: _____

Medium: _____

Size: _____ Price: _____

Please submit this form electronically along with images of the submitted work to susan.wolf@pueblolibrary.org. You may also mail this form along with images saved on a CD to Pueblo City-County Library District, Attn: Community Relations, 100 E. Abriendo Ave., Pueblo CO 81004. **All submissions must be received by March 15, 2012.** Please see guidelines for complete information or call 719-553-0220 with any questions.

Submit by Email

Print Form

Pueblo Library Foundation

OverDrive

What exactly is that?

What is OverDrive?

OverDrive is a provider of **e-content** ~ or, electronic materials that are delivered wirelessly or via a computer.

e-books

e-audiobooks

e-music

e-movies

Why OverDrive?

Customer **demand**

Most robust **content** for public libraries

Most experience in providing e-content to **libraries**

Most **user-friendly** interface

PCCLD must offer most **current information technology**

PCCLD will be adding other e-vendors, such as **Freading**

How expensive is OverDrive?

About the **same on average** as print books

Spent about **\$120,000** on opening day collection of 7,309 items

Budgeted **10-15%** of 2012 materials budget for e-content (150-200K)

10-15% determined by comparisons to Colorado and other public libraries, and our own experience

What next for OverDrive?

Cost-benefit **analysis**

What will happen with **publishers**?

Evaluate against **other providers**

How will electronic materials impact **material budgets**?

Technology Required

- Internet ready PC, Mac® or mobile device.
- Valid library card.
- Free OverDrive software, available to download through PCCLD's website.
- Free Adobe® Digital Editions Software (if viewing on a PC, Mac® and certain models of e-readers), available to download through Adobe's website.

Downloadable to Mobile Devices

- **e-readers** - The OverDrive digital library is able to download to many types of e-readers. Check the OverDrive site for a full list of compatible devices.
- **e-audio books** - Download as an MP3 file and listen on your computer or on a mobile device. Some titles may be burned to a CD.



OverDrive Digital Library

Download all types of e-audio books and e-books. Selections can be downloaded to personal laptops and desktop computers, e-readers, digital tablets, smart phones, MP3 players and other devices.

Download e-books & e-audio books!

Log on to
downloadables.pueblolibrary.org

Browse

Use your library card to search by title, subject, author or material format.

Check out

Add items to your cart or place holds. Click "proceed to checkout" to select your materials.

Download

Click the "Download" button after checking out the title(s). For further instruction, please call 553-0213 or click the help icon.

WHAT IS THE OVERDRIVE DIGITAL LIBRARY?

The Pueblo City-County Library District is pleased to offer OverDrive, a digital library collection. This service is offered through PCCLD's website: www.pueblibrary.org. With this service, patrons may download all types of audio books and e-books. Selections can be downloaded to personal laptops and desktop computers, e-readers, digital tablets, smart phones, MP3 players and other devices.



TYPES OF DOWNLOADABLE MEDIA OFFERED

e-audio books - A sound recording of a book being read. An e-audio book is often referred to as a book on tape or book on CD. Audio books can be downloaded to a computer, MP3 player or burned to a CD.

e-books - An electronic book that is read on a computer screen or e-reader device. E-books come in various formats compatible with various e-readers.

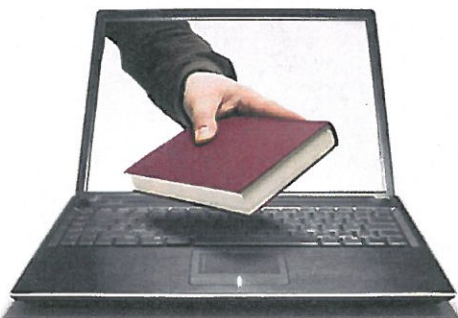
LENDING TERMS

Checkout limit - A user may have up to 10 titles checked out at once.

Cart terms - Twelve items are allowed to be in a user's cart at once. The items in a user's cart will be removed and put back into circulation after 30 minutes.

Holds terms - The maximum amount of items that may be added to a user's holds list is 10. Holds will expire three days after notification if not downloaded, and will be given to the next available user or put back into circulation.

Lending periods - E-audio books and e-books will be available for 21 days. After the 21-day lending period is over, the title will automatically expire and does not need to be returned.



TECHNOLOGY REQUIRED

- Internet ready PC, Mac® or mobile device.
- Valid library card.
- Free OverDrive software, available to download through PCCLD's website.
- Free Adobe® Digital Editions software (if viewing on a PC, Mac® and certain models of e-readers), available to download through Adobe's website.

HOW TO CHECK OUT ITEMS

Step 1: Browse/search - Log onto PCCLD's digital library at downloadables.pueblolibrary.org. Then search by title, subject, author or publication format.

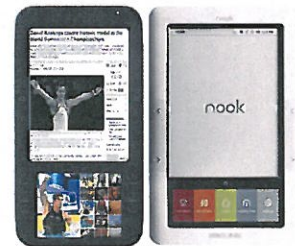
Step 2: Check out - Add items to your cart or place on hold. Once items are selected, click "proceed to check out" to check out your materials.

Step 3: Download to computer or device - Click "get for Kindle®" or "download" to enjoy your title.

USE FOR MOBILE DEVICES

Download for e-readers -

Open Adobe® Digital Editions. Make sure your device is connected to your computer. Once connected, your device should show up under the Adobe® Digital Editions' panel on the left side of the window.



Drop and drag the book's title onto the name of your e-reader device to download and transfer the book file from the Adobe® Digital Editions window to your device.

Download e-audio books - Open OverDrive® Media Console, select the title and click "transfer" to launch to the Transfer Wizard. Follow the prompts given to complete the transfer process.

Download for Kindle® - Click "get for Kindle®" to retrieve your download from Amazon.com. Select your Kindle® from the drop-down menu to complete the download.

Burn to CD - Some e-audio titles may be burned to CD. After inserting a CD, click the "burn" icon in the OverDrive® Media Console™ to launch the Burn Wizard.

PROGRAMS OFFERED

- iPad and e-reader demonstrations.
- Using downloadable resources at the library.
- How to choose the best e-reader for you.

PCCLD ARCHITECTURAL SERVICES EVALUATION FORM *Distributed at 02-23-2012 Regular Session*

FIRM NAME: _____

RATER INITIALS: _____

Criteria		Max. Points Available	Criteria	Points Awarded
1	Submittal complete	5	Each complete submission is to include a signed original with all required attachments; and nine complete copies. Emailed/faxed submissions will not be accepted. Submissions delivered after the above required date and time will be rejected for lateness.	5
2	Firm and History	10	Provide a simple and concise description of your firm and its history, not to exceed two pages. Additional information or brochures may be included under separate cover. Include in this section: Contact person for this selection process, Location of the nearest office, Number of years doing business in Colorado under current name, Size of firm, Services provided by the firm.	
3	Experience	10	Provide a brief description of no more than three projects of a similar size, scope, and use completed within the last five years. Similar size means new construction of about 7,500 sq. ft. Similar scope means one project of multiple buildings at multiple sites. Similar use means construction was completed to function as public libraries. Project descriptions should include: Building type, Gross square footage, Owner reference information, Project completion date, Contractor; Type of bid, bid amount, and final cost of the project; Change order amount, Design architect, Project architect.	
4	Qualifications		Please describe the following items:	
4a		5	Your firm's approach to completing PCCLD's project, including services provided for the design and construction phases of the work. Are you proposing community meetings, program planning, conceptual design, specifying FFE, and construction documents?	
4b		5	Address your control capabilities of cost estimating, scheduling, quality control, change order management, and project closeout.	
4c		5	Describe your preferred method of dealing with the Owner during the design phase and how you address Owner concerns/comments.	
4d		5	Describe the steps of the design process and how you propose to organize the process.	
4e		5	This project will use a budget to control the project and one that cannot be exceeded. Describe your experience in controlling "design creep," controlling costs, and meeting budget and timeline constraints. Describe how you would plan to furnish a design the Owner can afford.	
4f		5	Describe the potential cost saving and efficiencies for the Owner to be realized by constructing the three buildings simultaneously.	
4g		5	Describe professional services performed by your staff and any professional services that you would assign or subcontract to others. If you engage specialty consultants, describe how you control the quality and timeliness of their work product and who accepts final responsibility of service performed by others. Describe the interface, if any, between the Owner and any consultants that you may engage for required services. Provide an approximate percentage of outside professional services that you would anticipate using in this project.	

PCCLD ARCHITECTURAL SERVICES EVALUATION FORM

FIRM NAME: _____

RATER INITIALS: _____

	Criteria	Max. Points Available	Criteria	Points Awarded
4h		5	Describe how you will communicate progress in the design of this project. Describe any use of models, drawings, and/or computer animation to be furnished, and , if so, at what stages. Describe the availability of renderings and architect presentation assistance in the PCCLD fundraising process.	
4i		5	Describe the technology focus of your firm. PCCLD expects the design and construction team to use an electronic, web-based project management system from design through the construction and close-out phases of the project. PCCLD expects contract documents to be furnished in electronic format. Describe access to drawings and information to the Owner using AutoCAD. Describe your intent to provide the Owner with record drawings at the completion of the project in electronic format.	
4j		5	Describe your experience in providing professional service when a Contract Manager/General Contractor approach is used.	
4k		5	Provide the resumes for the following personnel who would be assigned to this project: Design Architect and Project Architect. Experience in projects of similar size, type, and systems should be included along with references and contact information to verify experience. List any other projects for which the Design Architect and Project Architect have concurrent responsibility, assuming a February 29, 2012, selection date.	
4		55	Maximum points this section Subtotal	0
5	Project Completion	10	For all projects completed within the last five years, identify separately: Have you or your firm ever filed for bankruptcy? Has your firm ever failed to complete a project or been terminated from a project before its completion?	
6	Compensation	10	Describe in detail how you are compensated for professional services and how you would expect to be compensated for services rendered to PCCLD for this project and what services are included. Include a description of which party bears the cost of any redesign work required that is caused by (1) Owner changes; (2) Architect oversight/omission, or (3) Redesign required to meet budgetary constraints.	
		100	GRAND TOTAL	5

Architectural Firms by Points

OZ Architecture	429
Humphries Poli Architects, P.C.	419
Barker Rinker Seacat Architecture	418
Meyer Scherer & Rockcastle, LTD	415
Thorp Associates, P.C.	413
Hurtig, Gardner, Forelich, Architects, Inc.	388.675
Studioscene Design Collective	375
SlaterPaull Architects, Inc.	369
Bennett Wagner & Grody Architects, P.C.	363
Keystone Associates, P.C.	356

Architectural Firms by Rank

OZ Architecture	11
Humphries Poli Architects, P.C.	12
Barker Rinker Seacat Architecture	13
Meyer Scherer & Rockcastle, LTD	14
Thorp Associates, P.C.	16
Hurtig, Gardner, Forelich, Architects, Inc.	25
Studioslope Design Collective	26
Bennett Wagner & Grody Architects, P.C.	28
SlaterPaull Architects, Inc.	31
Keystone Associates, P.C.	33