Standards of Procedures

General Policies

The Library strives to provide an atmosphere of warmth and hospitality to all patrons, while maintaining a high degree of non-partisanship and objectiveness in order to support the individuality of citizens within the communities it serves. The Library shall seek to understand the informational needs and wants of all citizens, and use every practical means to satisfy them in accordance with guidelines stated in the Library Bill of Rights and the Freedom to Read statements of the American Library Association.

**Code of Ethics**

The Library endorses the American Library Association Code of Ethics and the Colorado State Library Association “Statement of Ethics” and expects that all staff strive to maintain the highest level of personal and professional integrity. Additionally, the Board of Trustees for the Library (the Board) follow the code of ethics established by the American Library Trustees Association (ALTA) in carrying out the duties and responsibilities of their office.

Public employees are held to a high standard of ethical behavior. No staff member may accept or solicit any gift or service that is offered to influence the employee’s action, seeks to curry special privileges for favors, or is given to reward the employee for doing their job. Token items, such as food or flowers, may be accepted and shared with other staff members. Items of value must be refused or returned to the giver. In exceptional cases where the item cannot be returned, the Library Director (the Director) will donate the item to an appropriate local charity. Staff are also prohibited from using their position for private gain and from transacting library business with any entity in which they have a financial interest. Staff will receive training and opportunities to discuss case studies in areas of librarianship that might present ethical dilemmas. Staff are encouraged to discuss any concerns about their own handling of potential problems with the Director before or after a situation has occurred.

**Political Activity**

The Library Staff are encouraged to participate in the electoral process and support the political candidates of their choice. Staff are free to engage in political activity associated with city, county, state, and federal campaigns, but they will do so on their own time, with their own resources, off Library premises and without giving the impression that their activity is being endorsed by the Library.

Except as authorized by law, while on work time, an employee may not publicly support any ballot initiatives, candidates for office, circulate any petitions for such office or initiatives, distribute campaign literature or display campaign/political buttons, placards and so on. In addition, they must refrain from efforts to convert others to a political cause during work hours.

The Library aims to create a welcoming environment for staff and patrons, so no disruptive activity is permitted on Library grounds. However, lawful and peaceful assembly is permitted outside of the library building. The presence of groups or individuals demonstrating or seeking signatures on Library grounds does not imply an endorsement or support of the subject or activity. All petitioners and demonstrators must abide by the following restrictions:

1. Remain at least 15ft away from any building entrances or exits.
2. Do not approach people in the parking lot.
3. Do not block any building entrance or exit or any parking lot entrance or exit.
4. Do not attach signage to buildings, structures, or landscaping.
5. Do not unreasonably interfere with the rights of others to peacefully assemble or to exercise their 1st Amendment rights.
6. Do not disrupt the normal functioning of the Library, damage property, or endanger the health and safety of others.
7. Remove all trash, litter, and debris associated with the demonstration or petitioning event.

Private political and social groups may utilize the library’s common spaces, but their presence should not be seen as an endorsement by the Library.

**Governance of the Library**

The Library Board of Trustees is comprised of upstanding citizens from the Ault, Pierce, and Nunn communities. One member of the Board also serves on the Town Board in order to act as a liaison between the two boards. The Board will have legal authority given them by the Colorado State Library Law.

The Board’s chief responsibility is to see that the Library effectively serves the community that supports it. To do this, the following principal functions are carried out:

* The Board determines, revises and adopts written policies in cooperation with the Director in order to govern and improve the operation and programs of the Library. The Director is responsible for carrying out the policies adopted by the Board.
* The Board shall employ a competent and qualified Director. The Director performance will be reviewed each January by the Board, and employees’ reviews of the Director will be considered. The Board shall provide for the welfare of the staff through provisions of adequate salaries, employee benefits, reasonable working hours and favorable working conditions in order to recruit and retain competent employees for all library positions.
* Regular monthly board meetings shall be held at a specified time at the Library. All board meetings are open to the public, except where exceptions to the provisions of the Colorado Open Meetings are applicable. The Secretary shall maintain accurate records of all board meetings to be kept on file.
* The Board shall promote library services and programs in the community.
* Board members serve without compensation. The Library may pay reasonable expenses incurred by trustees in the normal performance of their duties.
* The Board shall follow regular procedure in relation to petitions, suggestions, or complaints from the public and staff. These shall be presented first to the Director who shall handle them if possible. If not settled by the Director to the satisfaction of the parties concerned, a request for Board consideration may be made in writing and a written reply of the Board’s final decision will be submitted.
* Board members shall not interfere in matters of internal management of the library.

**Authority**

The Board will determine the Library’s hours of operation. The Library will be open a minimum of 40 hours each week. The Director, with the approval of the Board, will determine regularly scheduled hours of operation, within budget limitations, which best meet the needs of library users. Except in cases of emergency, notices of closings will be posted in the Library and online.

Administration

The Library operates under general policies established and approved by the Director and the Board. The Director, with the aid of staff, shall study and develop policies, and recommend them to the Board for its discussion, as needed. The Board shall adopt or modify these recommendations in the light of its lay approach. The Director shall then take these directions under advisement in operating the Library within the framework of established library policy.

**Confidentiality of Library Patron Records**

The Library supports every patron’s right to have his/her library records remain confidential. Library records include, overdue and reserve records, participation in Library sponsored programs, record of visits, and/or any data that contain information that links a specific patron to specific materials or services used.

Records will be deleted when no longer needed for Library administration purposes. In compliance with Colorado State Law, no information will be released to any person, agency or organization, except in response to a valid court order or subpoena, properly presented to the Director. Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

Library Behavior

**Disruptive Patron**

Patrons and staff have the right to enjoy an environment free from harassment or lewd conduct. The Director will handle all disciplinary problems of patrons in the library, with information from staff that has observed the disruptive behavior. In the absence of the Director, it will be at the discretion of the staff on duty to handle the disruptive patron.

When a patron’s behavior interferes with the use of the Library by other patrons, or when a patron’s behavior constitutes a disruption which interferes with a staff member’s completion of their duties, the following progressive steps will be taken:

1. Attempt to contact the Director
2. Handle the problem, only if another staff member is present
3. Call 911, if at any point the staff feels threatened
4. Document the problem and how it was handled

Guidelines

1. The disruptive patron will be warned to stop the behavior that’s interfering with the NPPL’s operation or other patron business in the library
2. It will be at the discretion of the staff whether an additional warning is required
   * In the case of viewing internet pornography, unacceptable language, fighting, violent or aggressive behavior toward staff or patrons, there will *not* be an additional warning to the patron – the patron will be asked to leave immediately
3. The patron will be asked in a firm and courteous manner to leave the building immediately
4. If the patron refuses, the local authorities will be summoned to escort the patron off the premises

If the Director receives more than three formal complaints from staff or patrons about a patron’s behavior, the Director has the discretion to bar the patron from utilizing the Library for a determined amount of time. If this occurs, the Director will inform the Board of the incident at the monthly meeting.

A patron may appeal to the Board. The Board will then determine whether the patron should be barred from using the library for a determined amount of time.

**Internet Policy**

The Library provides public access to the internet as an informational and educational resource. Violation of the policies and regulations will result in suspension or loss of the privilege to use these resources. Illegal activity involving internet resources will be subject to prosecution by the appropriate authorities.

The Library cannot monitor, or control information accessed via the Internet. The Library cannot guarantee that the information on the Internet is accurate.

Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

*Summer Hours*

Due to increased computer usage, patrons are limited to two hours of computer use per patron, per day from May through September. During busy periods, a strict one-hour time limit is enforced.

Winter Hours

From October through April, patrons may utilize the computers for as long as needed, if there are adequate computers available for other patrons. If all computers are taken, the patron who has been at a computer the longest will be asked to relinquish their computer.

*Child Safety on the Internet*

Parents or guardians are responsible for the internet information accessed by their children, not NPPL staff. Parents are encouraged to discuss the use of the internet in relation to family values and boundaries with their children and to monitor their children’s use of the internet.

*Staff Assistance with Technology*

Staff will assist patrons in getting started on technology. However, the Library cannot guarantee the internet-trained staff will be available to always assist users. Staff is not expected or always able to offer extensive explanations about the internet or provide in-depth training. Time permitting, staff should try to answer specific questions about the technology and offer suggestions for effective searching.

*Patron Printing and Copying*

The Library encourages patrons to utilize its printing and copying services. Fees for the copier and printer are established by the Director and reviewed as needed. The Library attempts to maintain its equipment in good working order, but due to the nature of technology, the Library will not always be able to provide these services.

As of December 2023, the first 25 pages are free, and any additional pages will be 15 cents per page.

*Photocopying*

The Library provides a photocopier for public use, primarily to facilitate using non-circulating materials such as reference books, magazines, newspapers and local history materials.

*Protection of Copyright*

The Library complies with Title 17 of the United States Code, titled “Copyrights,” and other federal legislation related to the duplication, retention and use of copyrighted materials. Library staff will refuse to duplicate any materials if doing so would violate copyright and will, when asked, inform patrons if materials being borrowed are subject to copyright restrictions. Interlibrary loan requests will be accepted subject to copyright restrictions and staff will refuse any request that would violate copyright restriction. U.S. Copyright Office, Copyright Law, Limitations on Fair Use.

**Minors Checking Out Materials**

Parents or guardians are responsible for all material checked out by their children, *not* Library staff. Library staff will not police check outs of any materials to minors. Parents are encouraged to be conscientious of the material their children are viewing.

**Child Safety**

NPPL welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children belongs to the parent/guardian or caregiver. A caregiver must be at least 12 years of age.

Library staff members have many duties and cannot supervise children nor act as a substitute for day care.

Children through age seven must have a parent or guardian in the immediate vicinity unless they are participating in a Library program. It is important for staff to take note of disruptions caused by children who apparently are unaccompanied.

Parents are still responsible for the actions of their children. Children behaving inappropriately will be informed of the rules. If inappropriate behavior continues, the child shall be asked to leave the library.

*Unaccompanied Children*

If a child is unaccompanied by an adult or appropriate-aged caregiver, the staff will follow the directions below for children found on the library premises without a parent or caregiver. Library staff may not take the responsibility for the care of any age child. If a child in this age group is unaccompanied by an adult or appropriate-aged caregiver, the staff will follow the directions below for children found on the Library premises without a parent or caregiver. All children should have the telephone number of someone who can assist them in an emergency. Library staff may not take the responsibility for the care of any age child.

If the child is found without a parent or caregiver, the staff will:

1. Attempt to comfort the child if necessary
2. Locate the parent or caregiver in the and explain the Child Safety Policy
3. Make every effort to contact the parent or caregiver to come and pick up the child. Staff will express the library’s concern for the child’s safety and explain the Child Safety Policy
4. Call the Ault Police Department to pick up the child if the parent or caregiver cannot be located within 30 minutes. Staff will notify the Director that the police have been called
5. Encourage an unattended child to contact the parent or guardian if it is within 15 minutes of closing time. If a parent or caregiver cannot be reached or does not arrive within 30 minutes of closing, staff will call the Ault Police Department to pick up the child. Staff will notify the Director that police have been called.
6. Remain with the child until the parent/caregiver or police arrive. This is compensated time for the two staff members who remain with the child.
7. Leave a note on the front door stating “**Unattended child is in the custody of the Ault Police Department**” once the child is in the care of the police. Names **will not** be stated on the sign.

**Do not transport any child from the library to another location.**

Children ages 8-12 may use the Library unattended for an amount of time appropriate to their age and maturity. It is important for staff to take note of disruptions caused by children who apparently are unaccompanied.

*Parents are responsible for the actions of their children.*

Material Selection

The Library’s collection development is founded on the principles of intellectual and literary freedom and equal access for all. The Library has adopted the American Library Association Bill of Rights and attempts to follow its objectives.

The authority and responsibility for the selection of library materials is delegated to the Director, and under his/her direction, the professional staff that is qualified for this activity. Suggestions from readers are welcomed and are given consideration in the purchasing of materials.

To meet the needs of the library’s diverse community, the library strives to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter, in formats suitable to a variety of learning and recreational interests and skills.

The three basic supporting documents used to achieve these principles are the American Library Association’s Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights.

**Withdrawal criteria**

The physical collection is continually evaluated for sustained value and usefulness. Items are withdrawn if they meet certain criteria:

* Damaged or poor condition
* Infrequency of use of a particular copy
* Number of copies exceeds level of demand
* No longer relevant to the needs and interest of the community
* More space required for newer materials
* Available elsewhere, including online or through resource sharing networks
* Out of date, inaccurate, or replaced by newer edition

**Program Policy**

Programs are intended to meet the needs or interests of a target audience and build relationships between participants and the library. Programs include lectures, discussion groups, computer classes, book clubs, community forums, visual and performance art, Storytimes, interactive demonstrations, continuing education, or major communitywide events.

**Essential principles**

* All library-sponsored activities are free and open to the public.
* Library programs are sometimes targeted toward age-specific audiences.
* Program topics should reflect community interests and should not be intended to persuade participants to a particular point of view.
* As with other Library services, minors’ access to programs is the responsibility of their parents or legal guardian.
* The Library reserves the right to not schedule a program and/or cancel a scheduled program. Programs may also be cancelled due to weather, low registration, or absence of the presenter.
* Programs may require advanced registration to ensure that adequate supplies and resources are available.
* Views expressed by a program presenter or participant do not constitute Library endorsement. This also applies to online programs.
* No right of privacy exists relating to your passive or active participation in a public meeting.
* The Library, in its collections, meeting rooms and programs, supports the American Library Association’s Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

**Criteria**

Among the criteria considered when making decisions about a specific program will be the following:

* Community needs and interests
* Cost and budget
* Service area demographics
* Offers training and assistance with new technologies
* Fosters a love for reading and learning
* Fosters community awareness
* Safety and security of customers and staff
* Supplementing or extending information found in library collections
* Promoting the library and encouraging use of its resources
* Presentation quality
* Presenter background and qualifications in content area
* Historical, cultural, or educational significance
* Age appropriateness of content
* Availability of program space

The Library does not provide:

* Programs of a purely commercial nature or those designed for the solicitation of business for third parties.
* Programs that specifically support or oppose any political party, candidate, or ballot measure.
* Programs that support or oppose a specific religion. Programs may address religious themes to educate or inform but will not promote or proselytize a particular religious conviction.
* Responsibility for the exposure of minors to library programs rests with their parents or legal guardians.

**Reconsideration of Materials and Programs**

The choice of the library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents’ rests with their parents or legal guardians. While a person may reject materials for himself/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials for others.

The Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights and the “Freedom to View” statement of the American Film and Video Association. The choice of attending a library program rests solely with the patron.

Citizen requests for reconsideration shall be made in writing and given to the Director for a written response. Appeals are directed to the Board for final decision.

**Request for Reconsideration**

*Library Materials and Programs*

* Reconsideration requests must be completed using this form.
* Patron must live in Northern Plains Public Library service area to file this request.
* Patron must have a valid library card with Northern Plains Public Library as their location or home library.

Following receipt of this form, the Director will evaluate the request by gathering pertinent information, reviews from relevant resources, and the answers on this reconsideration form. The Director will respond in writing.

Within 30 days of receipt of the Director’s response, if a patron is not satisfied, they may request that the Board review the request and take appropriate action. The Library Board may elect to appoint a Reconsideration Subcommittee to review all materials or programs and make a recommendation to the Board. The Library Board’s decision is final.

No patron may reissue a request for reconsideration of the same material or program for a period of three years.

Social Media Policy

**Purpose**

The Library has an interest in engaging, informing, and fostering its community using social media. As one of the main channels of communication for many, social media is an excellent communication tool for public organizations. Social media will allow for communication to happen in a timely way. The section addresses the use of digital and social media by the library and its employees, volunteers, Board of Trustees, and patrons. The Library’s digital and social media sites are intended to be a limited public forum for discussing Library programs, events, resources, and materials, and to open a dialogue between library staff and patrons to exchange information and share news. The Library does not make its digital and social media accounts available for general public disclosure, but rather reserves and limits the topics that may be discussed. As the digital face of the library, Northern Plains Public Library social media accounts must maintain the same level of customer service provided in the physical library.

**Public Use of Library Digital and Social Media**

The Library is not liable for content posted by the public on any digital or social media site. The library reserves the right to review all content posted on the library’s site and remove any comments, photographs, or posts that it deems abusive, defamatory, in violation of copyright, trademark right or other intellectual property right, or otherwise inappropriate.

If a patron has a complaint or concern regarding content on a Library site, or has questions regarding this policy, the patron needs to contact the Library Director.

**Photography, Videography, and Recording Policy**

The Library may film, or record programs and events at the Library for promotional purposes. Library staff will make every reasonable effort to notify the public when photography or filming occurs, and signs with crowd release language will be visibly posted throughout the Library.

To ensure the privacy of patrons, full names, and any personably identifiable information with not be used without the express written approval of the subject, or if a minor, that of their parent or legal guardian.

Gifts

Gifts of money may be accepted by the Director or Board and deposited by the Treasurer into an appropriate account. Gifts of books shall meet the same selection criteria as purchased materials. Gifts are accepted subject to the following limitations:

* The Library retains unconditional ownership.
* The Library makes the final decision on acceptance, use or disposition.

**Reconsideration Form for Library Materials**

* Reconsideration requests must be completed using this form.
* You must live in Northern Plains Public Library service area to file this request.
* You must have a valid library card with Northern Plains Public Library as your location or home library.

Following receipt of this form, the Library Director will evaluate the request by gathering pertinent information, reviews from relevant resources, and the answers on this reconsideration form. The Director will respond in writing.

Within 30 days of receipt of the Director’s response, if a patron is not satisfied, they may request that the Library Board review the request and take appropriate action. The Library Board may elect to appoint a Reconsideration Subcommittee to review all materials and make a recommendation to the Board. The Library Board’s decision is final.

No patron may reissue a request for reconsideration of the same material for a period of three years.

Thank you for taking the time to provide this information.

Type of Material to Be Reconsidered (Circle all that apply):

Book        Magazine        DVD/Blu-ray        Audiobook        Music        Other

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Initiated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   State: \_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_

Requestor Represents Self? Yes No

Requestor Represents Organization? Yes No

If yes, Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your specific objection to this material? (Cite pages, instances, etc.)

2. How did this item come to your attention?

3. What do you feel might be the result of reading, hearing, or viewing this material?

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

5. Is there anything you can recommend as good or positive about this material? Does it have any value?

6. Did you read the entire book or examine the entire item? If no, what parts have you examined?

7. What are your specific recommendations to Northern Plains Public Library regarding this material?

8. In its place, could you recommend another book or material?

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Library Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Reconsideration Form for Library Program**

* Reconsideration requests must be completed using this form.
* You must live in Northern Plains Public Library service area to file this request.
* You must have a valid library card with Northern Plains Public Library as your location or home library.

Following receipt of this form, the Library Director will evaluate this request by gathering pertinent information, facts about the event and the answers provided on this reconsideration form. The Director will respond in writing. Within 30 days of receipt of the Director’s response, if you are not satisfied you may request that the Library Board review the request and take appropriate action. The Library Board may elect to appoint a Reconsideration Committee to review the program and make a recommendation to the Board. The Library Board’s decision is final.

No patron may reissue a request for reconsideration of the same program for a period of three years.

Title of program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library location or virtual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you attend the program? Yes \_\_\_ No \_\_\_

Request Initiated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_

Requestor Represents Self? Yes No

Requestor Represents Organization? Yes No

If yes, Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your specific objection to the program?

2. How did your specific objection to the program?

3. What do you feel might be the result of exposure to this program?

4. What do you believe the theme of the program is?

5. Is there anything you can recommend, or feel is positive about the program? Does it have any value?

6. What are your specific recommendations to the Northern Plains Public Library regarding this program?

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Library Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_