

Red Feather Lakes Community Library Policy on Confidentiality of Library Records

Reviewed and approved by the Red Feather Mountain Library District Board of Trustees on February 22, 2017.

The Red Feather Lakes Community Library staff, volunteers, and Board of Trustees are required by Colorado Library Law to keep library patron records and circulation records confidential.

Internet, online and other computer use or access records are also confidential and are subject to release to only to authorized entities through due process by subpoena, court order, or other lawful process.

Red Feather Lakes Community Library will not release patron or computer use records without the express, written consent of the card holder or otherwise only by legal subpoena. The Library is unable to release library use records to family members, the general public, the press or law enforcement agents without subpoena.

However, the possession of a library card or number implies consent by the card holder to access the account; and, may be used by authorized library personnel to conduct normal library activities related to that account upon receipt of the card holder's last name and library card number.

Within the reasonable operations of the Library, the Library will exercise its right to pursue the return of overdue or lost items and the payment of fines under a 'best judgment' made by Library staff towards patron records or activities confidentiality.

Colorado Revised Statutes: 24-90-119 (Colorado Library Law)

Privacy of User Records

- (1) Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.
- (2) Records may be disclosed in the following instances:

- (a) When necessary for the reasonable operation of the library;
 - (b) Upon written consent of the user;
 - (c) Pursuant to subpoena, upon court order, or where otherwise required by law;
 - (d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.
- (3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

History

Source: L. 83: Entire section added, p. 1023, § 1, effective March 22. **L. 2003:** (1) and (3) amended and (2)(d) added, p. 2463, §§ 17, 18, effective August 15.

Reviewed and approved by the Red Feather Mountain Library District Board of Trustees on February 22, 2017.

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