

## Privacy and Confidentiality Policy

The Nederland Community Library District protects the privacy of library records and the confidentiality of patron use of the library in accordance with relevant laws. The Nederland Community Library Board of Trustees supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Nederland Community Library patrons have the legal right to privacy in their use of the Library as provided for in Colorado Library Law (CRS 24-90-119):

### CRS 24-90-119 - Colorado 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.
- The Nederland Community Library will not disclose information about a cardholder's record or use of the Library to anyone other than the cardholder, except in the following cases:
    - Court order
    - Written permission from the cardholder, or
    - At the request of a custodial parent or legal guardian, who has the library card or card number of his/her minor under the age of 18
  - In all cases, whether it be a request from a family member, a law enforcement agent, or a reporter, the library staff is ethically and legally bound to make every effort to protect the individual's right to privacy no matter how convincing the argument to release information. By protecting the confidentiality of each borrower's record, staff upholds the law and assures borrowers that they may borrow materials based on their individual needs.



# Nederland Community Library Policy

- Any time a city, county, state or federal law enforcement agent requests information about a Library patron, Nederland Community Library staff shall refer to the Library Director or her/his designee in her/his absence.
- Nederland Community Library staff shall, in the absence of the Library Director or the designee, follow the same confidentiality response actions as specified in the Confidentiality Guidelines Procedure for Law Enforcement Visits.
- The Nederland Community Library and staff shall consider use of the Library, questions asked, materials borrowed, attendance at Library programs, and the presence of the patron in the Library, as being protected by this law.
- The Nederland Community Library does not monitor or restrict what children read, listen to or view. We encourage parents to be involved in and aware of what their child borrows from the library. Because parents are ultimately responsible for all materials borrowed on their child's library account until they reach 18 years of age, library staff will allow parents to access, via electronic means, their children's library records. This access will aid in recovering library materials borrowed by the child and fees charged to the child.
- The Nederland Community Library occasionally conducts informational campaigns to inform the community of our services. The Nederland Community Library at those times will use patrons' email or mailing addresses for the Library's internal mailing list. The Library will not sell, lease, or otherwise distribute or disclose any patron's name, email address, postal address, telephone number, or other personal information to any outside parties.

