

Carnegie Public Library

PRIVACY POLICY

Purpose

To describe library users' privacy rights with regard to Library facilities and services.

Policy

1. Library records are confidential, per Colorado law (CRS-24-90-119). In general, these records may only be disclosed to library staff acting within the scope of their duties, with the consent of the user, to custodial parents or guardians of children under 16, or by court order.

2. As per 24-90-119, Privacy of user records:

(1) 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.

--adopted by the Library Board of Trustees, January 11, 2010.