



Law Enforcement Requests for Patron and Staff Information Policy

The Board of Trustees of Delta County Public Library District (“Library Board”) adopts and makes public the following written policy: **Law Enforcement Requests for Patron and Staff Information Policy**

Revision Dates and General Definitions

This revision dated 8/20/2025 overrides all previous versions and any verbal/oral policies, actions, and behavior in existence prior to this date.

No individual has the authority to override the provisions contained in Delta County Public Library District’s (“District”) policies either orally or in writing, or by their actions.

Policy

The District serves as a public institution that provides free and equal access to library services, resources, and programs for all individuals. The District strives to provide welcoming spaces that foster community trust and the ability to safely utilize library facilities and resources. The District supports and complies with the Colorado Library User Records Privacy Act (C.R.S. § 24-90-119) and the American Library Association’s Policy on Confidentiality of Library Records. All District records relating to a patron’s use of the library and its resources are confidential.

The District is a public facility and law enforcement officers can perform their official duties within the public areas of the library. They should not enter staff areas except in case of an emergency or with valid identification and documentation. Law enforcement includes local and state police officers, as well as federal officers. As a courtesy, the District requests that law enforcement officers provide advance notice to the District Director of plans to perform duties that may impact normal library operations.

Pursuant to library privacy laws, District staff will not share patron information including library card records, internet usage, or other personal data with law enforcement without permission from the patron or in response to some form of judicial process (e.g., subpoena, search warrant, or other court order). Approval to share patron information with law enforcement as defined by C.R.S. § 24-90-119 shall be issued by the District Director or their designee. The District has the right to consult with legal counsel before responding to requests for user information. Staff shall not assist law enforcement in locating or identifying individuals, except as required by law. The District has no affirmative duty to collect or retain information about library users on behalf of law enforcement.

Supporting Documentation

- DCPLD’s Privacy and Confidentiality Policy
- ALA’s Policy on Confidentiality of Library Records

Delta County Public Library District Board of Trustees

President Date

Secretary Date

Adopted: 8/20/2025