



Privacy and Confidentiality Policy

The Board of Trustees of Delta County Public Library District (“Library Board”) adopts and makes public the following written policy: **Privacy and Confidentiality 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

Privacy is essential to the exercise of free speech, free thought, and free association. The District is committed to protecting patron privacy and confidentiality as established in the law and in the ethics and practices of librarianship.

Privacy of User Records

In compliance with Colorado Library Law C.R.S. § 24-90-119:

- The District will not disclose the use of library content, materials, equipment, programs, facilities, and staff assistance unless disclosure is necessary for the reasonable operations of the District or is otherwise required by law.
- The District will take reasonable measures to ensure the confidentiality of each patron’s library record, account, and use by securing and limiting access to these records to approved staff members only.
- The District will only collect and store personally identifiable information when needed for business purposes.

Patron Consent

The District will not collect or retain private and personally identifiable information without individual consent. Personally identifiable information given to the District will be kept confidential and will not be sold, licensed, or disclosed to any third party except those working under contract with the District, or except as required by law.

Patron Responsibility

Individual library patrons may access their own personally identifiable information held by the District and are responsible for keeping their information accurate and current. Patrons should report lost or stolen library cards as soon as possible to ensure their own privacy and avoid unauthorized use.

Confidentiality for Children

The District respects the privacy of all patrons no matter their age. Parents or guardians of a child under the age of 18 who wish to obtain access to a child's library record, including materials checked out, on hold, or overdue, must provide the child's library card.

Data Disposal

The District takes reasonable steps to assure data security. The District protects personally identifiable information by shredding, purging, or erasing physical and electronic documents. The District utilizes privacy software that immediately upon computer log off removes cookies, browsing history, cached files, or other computer and Internet use records that are placed on library computers or networks.

Third-Party Vendor Services

The District enters into agreements with third parties to provide access to online services, such as digital collections, streaming content, and website improvements. These services may also connect with social networks.

The District makes reasonable efforts to ensure that District contracts, licenses, and offsite computer service arrangements reflect the District's policies and legal obligations concerning patron privacy and confidentiality. When connecting to third-party licensed databases and content providers, the District only releases information that authenticates registered library patrons. Patrons must understand that when accessing remote or third-party vendor sites, there are limits to the privacy protection the District can provide. The District encourages patrons to review the privacy policies of all third-party providers.

Other Services

This policy does not apply to external applications or websites that patrons may access from the District's public computers, devices, or wireless network. Patrons should be aware that the District has limited ability to protect the privacy of this information outside of its control. Patrons are cautioned that any electronic communication utilizing the Internet or a wireless network may be intercepted.

Illegal Activity Prohibited and Not Protected

Patrons may conduct only legal activity while using District resources and services. Nothing in this policy prevents the District from exercising its right to enforce its Acceptable Use of the Library Policy and Code of Conduct; protect its patrons, staff, facilities, network, and equipment from harm; or prevent use of District facilities and equipment for illegal purposes. The District can electronically log activity to monitor its public computers and network's external access and reserves the right to review such logs when a violation of law or District policy is suspected. Staff are authorized to take immediate action to protect the security of patrons, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Requests for Library Records

District staff will refer any public records request and law enforcement inquiries to the District Director. The District Director is the custodian of records and is authorized to receive or comply with public records requests or inquiries from law enforcement officers. The District Director may delegate this authority to designated members of the District’s management team. The District Director may confer with legal counsel before determining the proper response to any request for records. District records may only be disclosed pursuant to subpoena, upon court order, or where otherwise required by law.

Supporting Documentation

- DCPLD’s Acceptable Use of the Library Policy and Code of Conduct

Delta County Public Library District Board of Trustees

President Date

Secretary Date

Adopted: 4/17/2017

Revised: 4/21/2021

Revised: 8/20/2025