



USE OF MATERIALS

03.02.02 Confidentiality of Library Customer Records

PCCLD supports and complies with the Colorado Library User Records Privacy Act (C.R.S. 1972, 24-90-119) with respect to the confidentiality of library records **as follows:** All library records relating to a customer's use of the library and its resources are confidential.

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.

~~Customer records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library customer, or pursuant to subpoena, court order, or otherwise required by law. Personal information contained in customer records will also not be sold, leased, or otherwise shared with any other organizations or outside parties except in the carrying out of library operations. Examples of carrying out library operations include but are not limited to:~~

- ~~1. Disclosing a customer's record to a third party collection agency when the customer has outstanding fees, returned checks, damaged or unreturned library materials.~~
- ~~2. PCCLD enforcing approved rules of behavior, protecting its facilities, computer network and equipment from harm, or preventing the use of library facilities and equipment for illegal purposes.~~

PCCLD endorses the recommendations of the American Library Association's Policy on Confidentiality of Library Records and the Colorado Association of Libraries Statement on Intellectual Freedom.

See Also: [03.02.03](#) Identity Theft
 [03.02.06](#) Collection Agency
 [03.08.01.R1](#) Resource Documents: Intellectual Freedom Handbook, Guidelines for Developing a Library Privacy Policy