



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Use of Materials

03.02.02 Confidentiality of Library Customer Records

PCCLD follows supports and complies with the Colorado Revised Statutes Library User Records Privacy Act (C.R.S. §24-90-119 regarding privacy of user records, and §24-74.1-102 to prevent the violation of civil rights of persons in Colorado based on immigration status. Additionally, PCCLD complies with the American Library Association's Policy on Confidentiality of Library Records and the Colorado Association of Libraries Statement on Intellectual Freedom with respect to the confidentiality of library records. All library records relating to a customer's use of the library and its resources are confidential.

Customer records may be consulted and used by library staff in the course of carrying out library operations. 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.

Additional instances that PCCLD shares customer information as defined by C.R.S. 2016, §24-90-119, and §24-74.1-102 include:

- With consent of the patron through a valid release of information, additional parties when an account holder issues a request or provides written consent
- With consent of a minor patron's parent or guardian through a valid release of information, a parent or legal guardian who holds authority over the account or is in possession of the physical card.
- As required by law enforcement agencies with a subpoena, or court order, or warrant issued by a judge or magistrate

See Also:

03.02.03	Personal Identifying Information
03.06.05	Law Enforcement Requests for Patron and Staff Information
03.06.05.P1	Law Enforcement Requests for Patron and Staff Information Procedures