



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Use of Materials

03.02.03 Personal Identifying Information

PCCLD supports the protection of individual privacy and minimizes the collection of personally identifiable information in compliance with Colorado Revised Amended Statutes §24-73-101 and §24-74.1-102.

PCCLD collects personal identifying information from its customers to include their name, address, telephone number, email address and date of birth, library barcode number, items requested, borrowed or placed on hold, fee and payment history, as well as registration for library classes and events. PCCLD does not collect information about place of birth, immigration or citizenship status, or information from passports, permanent resident cards, alien registration cards or employment authorization documents.

Data that PCCLD collects and uses are considered Personal Identifying Information (PII) and specific combinations of data are defined as Personal Information (PI) by Colorado State Law. Both PII and PI are protected information.

Paper or electronic documentation containing personal identifying information which is not used or no longer needed shall be destroyed by shredding, erasing, or otherwise modifying the personal identifying information in the paper or electronic documents to make the personal identifying information unreadable or indecipherable through any means, prior to disposal.

See Also: 03.02.02 Confidentiality of Library Customer Records

