



## Privacy Policy

### Policy Statement

Mancos Public Library (MPL) staff members are required by Colorado Library Law (CRS 24-90-119\*) to protect the privacy of your borrowing record. Everyone owning a Mancos Public Library card is entitled to this consideration. Staff members who violate this law are subject to a misdemeanor charge and a fine of up to \$300.

### Regulations

All information contained in your library card record is protected under this law. Staff members are not allowed to reveal this information to anyone other than the member except for library operations (collecting past due items, borrowing from other libraries, etc.) or if presented with a court order, law enforcement officials. If you wish library staff to give your item(s), or reveal the title of item(s) you have on hold to any other person, you must take the following action:

- Give MPL staff prior written permission to allow family members or other person to pick up item(s) for you. A message with this information will be added to your library card record.

Staff cannot tell you what item(s) other family members have checked out, or what fines they may owe, without prior written permission. For youth under the age of 18, the parent or guardian connected to the minor's account may be provided information of library usage. The parent or guardian must present their picture identification or otherwise prove their identity to the satisfaction of staff.

The library also respects the rights of users to privacy and confidentiality in their use of internet computers, within the guidelines of the Technology and Internet Policy. The library will not release the names of persons using internet computers or information accessed on the web or via electronic databases by members of the public, except as required by law.

### Security Cameras

The library utilizes security cameras solely for the safety and security of library staff, patrons, facilities, and equipment. Security recordings are stored for a limited time in a secure storage area and only viewable by approved staff members. Signs are posted on the interior and exterior of the Library to inform patrons that video surveillance is active. The live surveillance footage is not monitored in real time. Security camera footage is only reviewed after an inciting incident of a policy infraction or suspected illegal activity has occurred.

**\*24-90-119 Privacy of user records (Colorado Revised Statutes):**

- (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.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signed: \_\_\_\_\_

President, Board of Trustee