

# Pine River Public Library District

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## Privacy Policy

### Confidential Information

Members of the Board of Trustees, employees and committee members of the Pine River Library District should observe a high standard of ethical conduct in their dealings with each other and with the public. This code represents minimum standards and may be used as a reference if questions of conduct arise. These standards are not all inclusive but represent a guide for our conduct.

Employees of the Pine River Library will have access to confidential information. Confidential information refers to any information that is not generally known to or accessible by the public. The library is subject to Colorado Statute 24-90-119 of the Colorado Library Law: Privacy of user records.

Disclosure of confidential information is not acceptable. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management.

At a minimum, members of the Board of Trustees, employees and committee members of the Pine River Library District should

1. Follow the Law. Persons should follow the laws of the State of Colorado and of the United States of America. Laws that apply to the District and its employees are:
  - a. Colorado Open Records Act. The Open Records Act requires staff to make available Library records on request. **Any request should be delivered directly and immediately to the Director for action.**
  - b. Colorado Open Meetings Act
  - c. Colorado Library Law

**24-90-119. Privacy of user records.** (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 civil infraction and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

(4) A written request for reconsideration of a library resource made at a public library pursuant to section 24-90-122 (3) is not a library user record as described in subsection (1) of this section.

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*Reviewed by the Board of Trustees March 2025*  
*Approved by the Board of Trustees April 2025*