

Salida Regional Library

Library User Record Confidentiality, Privacy and Removal Policy

Salida Regional Library (Library) patrons have the legal right to privacy in their use of the Library as provided for in Colorado Library Law (CRS 24-90-119). This Law protects the fundamental freedom of privacy and confidentiality of a patron's Library record. The Library will not disclose information about a cardholder's record or use of the Library to anyone other than the cardholder (or a custodial parent or legal guardian for minors) without written permission from the cardholder except by court order. A custodial parent or legal guardian, who has access to a minor's library card, can access the library records of a minor by electronic means. The Library staff will consider use of the Library, questions asked, materials borrowed, attendance at Library programs, and the presence of the patron in the Library, as being protected by this law.

Southern Chaffee County Regional Library District (AKA Salida Regional Library) collects consensual personal information from users to provide those individuals with library services. The purposes are two-fold: to uniquely identify an individual from other library users and to provide the means of contact by which, in the course of regular library operations communication is advisable or necessary.

User personal information will be secured in those fashions that best secure that information while allowing authorized access for conducting library operations. E.g. use within a library circulation system to charge specific materials to specific individuals.

User library accounts are designated inactive where the cardholder is deceased, reported no longer living within the Library District with no further need of District services, has closed their account by returning their library card to the Library, or has not used their card within a specified number of years as determined by Library Procedure - every three years. These accounts will be periodically, fully purged from the library machine and print records.

Annually, Library users need to update and verify their card information with a Library staff member in order to use online resources, eBooks and Audiobooks.

User accounts associated with unreturned library materials or unpaid title replacement fees are considered active until resolved.

Approved October 22, 2019