



Privacy Policy for the Southwest La Plata Library District

I. Purpose

The Privacy Policy for the Southwest La Plata Library District (SWLPLD) informs the public of the steps SWLPLD employees take to safeguard the privacy of our patrons, donors and other contacts. SWLPLD patrons have the legal right to privacy in their use of the library as provided for in Colorado Library Law (CRS 24-90-119). Additionally, CRS 24-74 decrees that a political subdivision employee, including library district employees, shall not disclose, or make accessible, personal identifying information that is not otherwise publicly available.

SWLPLD is committed to protecting the privacy of patrons and others who interact with the library district. SWLPLD works to avoid or minimize the capture or storage of patron personal information. However, SWLPLD collects certain residential and personal information in the process of obtaining a library card, as outlined in this policy. SWLPLD has appropriate security measures in place to protect against the loss, misuse or alteration of any information we collect. Everyone (paid or unpaid) who provides service in libraries has a responsibility to maintain an environment respectful and protective of the privacy of all users. Users have the responsibility to respect each other's privacy.

II. Definitions

Confidential: Macmillan Dictionary (www.macmillandictionary.com) defines confidential as "information which must be kept secret." Confidential information in a library setting includes information sought or received; materials consulted, borrowed or otherwise acquired; database search records, circulation records, interlibrary loan records; substantive information regarding specific uses of library resources or services; and personal or demographic information obtained in the process of providing library services.

Integrated Library System: A software system which allows patrons and staff access to a library's resources.

III. Collection of Personal Information

SWLPLD collects personal information in order to provide or improve library services. Personally identifying information will be used only for such purposes as are described at the point of collection, such as creating library cards, providing library services, sending requested information, updating registration information or responding to questions or comments sent to library staff via the SWLPLD website or email. Personally identifying information shall not include place of birth, or immigration or citizenship status.



Patrons who wish to be contacted regarding library special events or programs may voluntarily provide personal information. This information will only be used for the purpose it was provided.

IV. Electronic Collection of Information

When using SWLPLD's web site, social media sites or when downloading information, certain information will be automatically gathered and stored about the visit but not about the visitor. This information does not personally identify the visitor. SWLPLD automatically collects and stores the following information about the visit:

- The Internet domain and IP address from which access to the web site is gained;
- The type of browser and operating system used to access the web site;
- The date and time of access to the web site;
- The pages visited and for how long;
- The address of the web site from which the initial visit to the library's web site was launched, if any.

SWLPLD uses this information to help create a more useful site and to learn about the number of visitors to our site and the types of technology our visitors use. The data that is collected is not connected to a visitor's personal information or identity.

SWLPLD's web site contains links to other sites. SWLPLD is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. Patrons are encouraged to become familiar with privacy practices of other sites they visit, including linked sites.

SWLPLD uses the KOHA Integrated Library System (KOHA) to collect and track patron circulation records. KOHA is maintained by the Colorado Library Consortium's AspenCat Team and supported by ByWater Solutions. Data stored in this system is protected via industry standard encryption. More information regarding ByWater Solutions' security measures can be found at bywatersolutions.com/about-us/security.

V. Disclosure of Confidential Information

- A. No one (paid or unpaid) who provides library services for SWLPLD may disclose substantive information regarding a patron's library usage, including but not limited to:
- Physical items used either in the library or checked out by the patron
 - Patron records including name, address, phone number, items checked out, items on hold and any user history
 - Computer usage



- Information conveyed during a reference interview, readers advisory session, notary or other provided service
 - Use of public meeting rooms
- B. Because parents and legal guardians have the responsibility for their child(ren)'s use of library materials, information regarding patron records may be disclosed to a legal guardian who provides a minor's library card or library card number.
- C. Patrons may specify people to whom library information may be disclosed, such as those who may pick up holds. Additional information beyond that specified will not be disclosed.
- D. Law enforcement agencies, including immigration enforcement, may request library records they believe contain information that may be helpful to the investigation of alleged criminal activity. Library records will be made available to any agency of state, federal or local government under the authority of, and pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.
- E. Only the library director is authorized to provide or consent to access library records in accordance with the conditions outlined above. Law enforcement personnel will be expected to provide his/her name, agency, badge number, contact information, and a copy of the subpoena, warrant or order that allows access. Requests for access to information will be communicated with the patron or the patron's guardian.

VI. Updates to Information Practices

From time to time, SWLPLD may make changes to our information practices or enhance the functionality of our website. We will update this statement accordingly. We encourage all interested parties to review this policy on the website for updated information.

Approved 7-15-2024 by the Southwest La Plata Library District Board of Trustees;
updated 7-21-2025.