

Lyons Regional Library District Patron Privacy Policy

The Lyons Regional Library District Patron Privacy Policy follows the Colorado Confidentiality Law (C.R.S. 24-90-119) – Privacy of User Records – as summarized below:

Except as set forth in subsection (2) of this section, a publicly supported library or library system shall not disclose any record or other information which identifies a person as having requested or obtained specific materials or services or as otherwise having used the library.

Records may be disclosed in the following instances:

- When necessary for the reasonable operation of the library;
- Upon the written request of the user;
- Pursuant to subpoena, upon court order, or where otherwise required by law;
- 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.

Any library or library system 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 \$300.

Opt-In Newsletters

Lyons Regional Library District offers patrons the opportunity to subscribe to our newsletters, which provide updates on library events, programs, and other relevant information.

Key Points Regarding Opt-In Newsletters:

- **Subscription:** When you opt in to receive our newsletters, we collect your name, email address, and any other necessary contact information. This information is used exclusively for the purpose of delivering our newsletters and related communications.
- **Frequency:** Newsletters are sent at regular intervals, and the frequency may vary based on the content and special announcements.
- **Opting Out:** You can unsubscribe from our newsletters at any time by clicking the "unsubscribe" link provided at the bottom of each email. Upon unsubscribing, you will no longer receive any further newsletters unless you opt back in.
- **Data Privacy:** Your contact information will not be shared with third parties for marketing purposes without your explicit consent. We are committed to safeguarding your personal information and ensuring that your privacy is protected in accordance with this policy.
- **Third-Party Service Providers:** We may use third-party email marketing services to manage and send our newsletters. These providers are bound by strict confidentiality

agreements and are required to protect your information in compliance with applicable privacy laws.

SMS and Messaging Privacy

In addition to the protections provided under the Colorado Confidentiality Law, the Lyons Regional Library District also collects and handles personal information related to SMS and other electronic messaging services.

When you opt-in to our messaging services, including SMS, you agree to receive recurring automated marketing and informational text messages from Lyons Regional Library District. These messages may be sent using an automatic telephone dialing system to the mobile telephone number you provided when signing up or any other number that you designate.

Key Points Regarding SMS Messaging:

- **Message Frequency:** The frequency of messages varies, and additional messages may be sent periodically based on your interactions with Lyons Regional Library District.
- **Opting Out:** You can cancel at any time by texting "STOP". After sending "STOP", we will confirm your unsubscription, and no further messages will be sent unless you opt back in.
- **Data and Message Rates:** Standard message and data rates may apply depending on your mobile plan. Please contact your wireless provider for more information.
- **Privacy:** The collection and use of your data through SMS services are governed by our privacy practices. If you have any questions about your data or our privacy practices, please contact us at info@lyonsregionallibrary.com.

The Library's Website

We collect anonymous user statistics related to visitors to our website. The information collected includes IP addresses, the device and software being used to access the website, and the content viewed on the site.

Public Computers and Public Internet Connection

In order to comply with state reporting requirements, the Library collects data from all public computers and devices that connect to the Library's wireless Internet. The data collected includes the number of sessions, an aggregation of sites visited, and the amount of data transferred.

Third-Party Services

Patrons who use a Kindle to access digital materials from the Library are required to register the device they are using with Amazon. Information gathered during this registration process and

through the use of the Amazon Kindle device and applications is not protected by the Lyons Regional Library District's confidentiality policies. If you do not wish to consent to the separate privacy policies at Amazon, please select a different format.

Changes to this Privacy Policy

We reserve the right to modify this Privacy Policy from time to time. Changes will be effective immediately upon posting. Your continued use of the services following such changes will constitute your acceptance of the revised policy.

Adopted by the Lyons Regional Library Board of Trustees: July 22, 2020

Revised and Adopted by the Lyons Regional Library Board of Trustees: August 24, 2024