

**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 below, a publicly supported library or library system shall not disclose any record or other information that 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 the 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.

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 above.

Additional protections provided under C.R.S. § 24-74-101 et seq.:

In accordance with Colorado's Civil Rights and Immigration Protection statutes (SB25-276), the Lyons Regional Library District will not disclose or make accessible personal identifying information—including but not limited to immigration or citizenship status, place of birth, or documents such as passports, permanent resident cards, alien registration cards, or employment authorization documents—for the purpose of investigating for, participating in, cooperating with, or assisting federal immigration enforcement including enforcement of civil immigration laws and 8 U.S.C. § 1325 or 1326 unless:

- Required by a subpoena, warrant, or court order issued by a federal judge or federal magistrate;
- With the informed and written consent of the individual to whom the information pertains, or the consent of the patron's parents or legal guardian through a valid release of information;
- Or as otherwise required to fulfill the duties of the library in accordance with state or federal law.

Furthermore, absent the required documentation, the District will not facilitate federal immigration authorities' access to a patron who accessed or is accessing services or was or is physically present in the library at the time of the request, and shall not provide access to non-public areas of the library.

The Library will not facilitate or assist in civil immigration enforcement activities and will not collect information solely for the purpose of determining immigration status.

Upon a request for information from a federal official pursuant to the above, the person confronted by the federal official shall comply with the Lyons Regional Library District's Patron Privacy and Responding to Law Enforcement (and Immigration-Related) Requests Staff Procedures.

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 unsubscribe, 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.

Law Enforcement Requests

In the event of a request from law enforcement for access to patron information or non-public areas, Library staff will request appropriate documentation and immediately notify the Library Director, Board President, and/or Library legal counsel. Information will not be shared or access granted unless required by a valid judicial subpoena, warrant, or court order, or with the documented consent of the individual concerned.

Staff are not authorized to independently release patron information or assist with identifying or locating individuals. Requests will be documented and reviewed by Library leadership, and the patron will be notified if their information is disclosed as permitted by law.

Changes to this Privacy Policy

This policy will be made available on our website, upon request at the Library, and through any other communication channels used by the Library to provide policy information. 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 District Board of Trustees: July 22, 2020

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