

Privacy Policy



**Mesa County
LIBRARIES**

The Mesa County Public Library District (MCPLD) is committed to user privacy and confidentiality. Statute and professional ethics guide MCPLD's policy regarding these matters.

Confidentiality of library records

Under [Colorado Revised Statute 24-90-119](#) "...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."

The concept of confidentiality extends to information sought or received, materials consulted or borrowed, and includes database search records, reference interviews, borrowing history, interlibrary loan transactions, personal information, and all other personally-identifiable uses of library materials, facilities, or services.

Registration, borrowing information, and records pertaining to informational inquiries may not be disclosed except to:

1. The cardholder (with library card or other designated identification).
2. Staff of Mesa County Public Library District, acting within the scope of duties in the administration of the library system and in facilitating interlibrary loans.
3. Persons authorized by the cardholder to access the individual's records, and as identified per [Colorado Revised Statute 24-90-119](#) to a custodial parent or legal guardian who shall physically present a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.
4. Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director or designee will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.
5. Representatives faced with an emergency situation. Special circumstances, such as emergencies involving public health/safety, may require an immediate decision. In such cases, the Library Director or designee will be contacted, and legal counsel will be consulted when possible.

MCPLD occasionally conducts promotional campaigns to inform the community of library services. MCPLD may utilize patron postal addresses for internal mailing lists. The Library will not sell, lease, or otherwise distribute or disclose any patron name, email address, postal address, telephone number, or other personal information to outside parties without permission.

Confidentiality and the MCPLD.org website

Staff of MCPLD collect and store only information to measure the number of visitors to different areas of the Library's website to assist in making the site more useful. The information includes:

- the address (IP) of computer or Internet provider
- the date and time the site was accessed
- the pages that are accessed and navigation of the site
- the Internet address of the web site that referred a user to the site

Website data is separate from individual library account data. Individual library account data cannot be linked to websites visited.

Mesa County Public Library District also offers a wireless network that allows unsecured Internet access at most of branch locations. Data accessed and sent over MCPLD's wireless network is not encrypted.

Cookies

A cookie is a small data file written to a user's computer hard drive. Cookies are generated by websites to provide users with a personalized and often simplified online experience. Certain third party database services within the MCPLD site, such as [subscription databases](#) and the [AskColorado](#) program, may generate and store cookies on a computer's hard drive if such services are accessed. Users may choose not to accept the cookies generated by such third party database applications, although without this data file enabled, users may not be able to use some of those services online; use of the remainder of the Library web site will not be affected. Cookies, by themselves, cannot be used to reveal or discover the identity of the individual user nor are they collected or stored on any Mesa County Public Library District server. Acceptance of any third party database cookie on this site will not compromise anonymity while using the Library's website.

Linking to other sites

The MCPLD website contains selected links to external web sites not maintained by Mesa County Public Library District. MCPLD cannot be responsible for user privacy when outside sites are visited in this way. Consult the privacy policies of outside websites with questions regarding their use.

This policy supersedes the Privacy Policy 2010 and was adopted by the Library Board of Trustees on February 25, 2016.

APPROVED: *Elaine Barnett*
Elaine Barnett, President
MCPLD Board of Trustees

Dean DiDario
Dean DiDario, Secretary
MCPLD Board of Trustees

Date: February 25, 2016