

Name _____



Volunteer Confidentiality Agreement

In an effort to uphold our patron's privacy rights we are asking that all volunteers read and sign this confidentiality agreement.

Mesa County Public Library requires that strict confidentiality be maintained with respect to all information accessed by volunteers concerning patron records. Volunteers shall not disclose any information obtained in the course of her/his volunteer placement to any third parties without prior written consent from the Library. This includes, but is not limited to, information regarding the reading history, fines, phone numbers and addresses of patrons. This also includes sharing patron information after the volunteer has left their position at the library.

Additionally, no volunteer information will be given to a third party, except for appropriate staff, for any reason without prior written consent. This includes the volunteer's addresses, telephone numbers, and records of service.

This is in accordance with Colorado State Privacy and Confidentiality Statute number 24-90-119, which states that:

- (1) Except as set forth in subsection (2) of this section, 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.
- (2) Records may be disclosed [by a designated paid library employee] in the following instances:
 - (a) When necessary for the reasonable operation of the library;
 - (b) Upon written consent of the user;
 - (c) Pursuant to subpoena, upon court order, or where otherwise required by law;
 - (d) 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.
- (3) Any library 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 three hundred dollars.

Failure to comply with this confidentiality agreement could result in the termination of the volunteer.

By providing your signature you agree to uphold the confidentiality of these matters both during and following your volunteer service with Mesa County Public Library.

Print Name _____

Signature _____ Date _____