

Delta County Public Library District (DCPLD)

*“Serving and Empowering People
Providing Resources for Life, Leisure and Learning”*

The Board of Trustees of Delta County Public Library District (Board) adopts and makes public the following written policy:

PRIVACY POLICY

Revision Dates and General Definitions

This revision dated 04/17/2017 overrides all previous versions of **Delta County Public Library District PRIVACY POLICY** and any verbal/oral policies, actions and behavior in existence prior to this date.

Delta County Public Library District follows Colorado Library Law C.R.S. 24-90-119, which requires all public libraries to guarantee the privacy of customer records. At each of our libraries, we are not only committed to ensuring your privacy but also to providing you with the best in customer service.

Your Library Use: Your library use is strictly confidential. We take every precaution to ensure that your records and your presence in the library remain your business and no one else's.

Your records are available to you. Although we protect your library account from others, you can access information about it in the following ways:

- Have your library card account number ready
- Log into your library account through our website (<http://www.deltalibraries.org>)
- Contact your library during normal business hours

Your Library Card: If you forget your library card, you can check out and retrieve your account information with a photo ID. This process helps us recognize you and avoids checkout discrepancies.

Your Holds: Your hold items will check out only to your card. If you want a friend or family member to pick up your hold items, be sure to give him or her your card.

We give your hold information only to you. We will not give specific details on your hold items to your voice mail, roommate, or anyone else. You may contact your library or check your online account to get more details

Your Fines: Someone else may pay your fines, but we will not give specific information to them. If someone returns or renews an overdue item for you, he or she may pay the fine, but we will not disclose your account history.

Children's Records: We equally protect children's records. We ask parents to use their child's library card when checking out, renewing, or paying fines on items for their child.

Safeguard Your Card: Report any loss or theft of your card to your library immediately.

Approved by DCPLD Board of Directors

Date

Secretary