

# Pine River Public Library District

---

## Privacy Policy

### Confidential Information

Members of the Board of Trustees, employees and committee members of the Pine River Library District should observe a high standard of ethical conduct in their dealings with each other and with the public. This code represents minimum standards and may be used as a reference if questions of conduct arise. These standards are not all inclusive but represent a guide for our conduct.

Employees of the Pine River Library will have access to confidential information. Confidential information refers to any information that is not generally known to or accessible by the public. The library is subject to Colorado Statute 24-90-119 of the Colorado Library Law: Privacy of user records.

Disclosure of confidential information is not acceptable. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management.

At a minimum, members of the Board of Trustees, employees and committee members of the Pine River Library District should

1. Follow the Law. Persons should follow the laws of the State of Colorado and of the United States of America. Laws that apply to the District and its employees are:
  - a. Colorado Open Records Act. The Open Records Act requires staff to make available Library records on request. **Any request should be delivered directly and immediately to the Director for action.**
  - b. Colorado Open Meetings Act
  - c. Colorado Library Law

Approved by the Board of Trustees May 2012