

Mesa County Libraries Volunteer Confidentiality Agreement

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

Mesa County Libraries is committed to user privacy and confidentiality.

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.

Volunteers shall not disclose any patron information obtained in the course of her/his volunteer placement to any third parties. 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 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 District.

Print Name: _____

Signature: _____ Date: _____