

PRIVACY POLICY

1. Privacy Statement

The Berthoud Community Library District (BCLD) is committed to protecting the privacy of users, staff, donors, and other contacts. BCLD collects personal information in order to provide or improve library services.

This confidentiality extends to information sought or received, materials consulted or borrowed, search records, borrowing records, interlibrary loan records, and other personally identifiable uses of library materials, facilities or services.

The BCLD computer system is secure and users must enter a unique user name and password each time their account is accessed.

2. Sign-up Lists for Public Computers

BCLD maintains sign-up lists for public computers on paper to manage access and for administrative purposes. The lists are shredded after three (3) months. There is no electronic tracking of workstation use that would enable the Library to determine who the user was or what was done on the computer after the user logs off.

3. E-mails and Web Forms

Personally identifying information that a user provides by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or provide library services, update registration information, or to respond to questions or comments.

4. Information Collected and Stored Automatically

When users access the Library's web site or download information, certain statistics are automatically gathered and stored about the visit but not about the user. This information does not personally identify the user. The Library automatically collects and stores the following information about the visit:

- The Internet domain and IP address from which access to the web site is gained;
- The type of browser and operating system used to access the web site;
- The date and time of access to the web site;
- The pages visited and for how long;
- The address of the website from which the initial visit to the Library's web site was launched, if any.

The library uses this information to help create a more useful site, and to learn about the number of visitors to our site and the types of technology our visitors use. The data that is collected is not connected to a user's personal information or identity.

5. Links to Other Sites

The library's web site contains links to other sites. BCLD is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. We encourage users to become familiar with privacy practices of other sites visited, including linked sites.

6. User Borrowing Records

BCLD does not use a paper process to collect and track customer borrowing records. It is done electronically. BCLD electronically maintains information provided by our users at registration. When an item is checked out, that item is then tied to the user's record in the library's system.

7. Security

For site security purposes and to ensure the integrity of the library's computer system, BCLD uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.

8. Privacy & Confidentiality of Library Records

Law enforcement agencies may request library records that the officers believe contain information that may be helpful to the investigation of criminal activity. Library records will be made available to any agency of state, federal or local government pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

Colorado law provides for the privacy of library use and records under CRS 24-90-119. BCLD complies with this law.

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