

Marmot Library Network

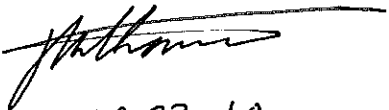
POLICY

Confidentiality of Information

It is the policy of Marmot to ensure that the operations, activities, and business affairs of Marmot and its members are kept confidential to the greatest extent possible. If during the course of employment, employees acquire confidential or proprietary information about Marmot or its members; such information is to be handled in strict confidence and not to be discussed with outsiders.

Colorado state law (C.R.S. 24-90-119) prohibits disclosure of library patron records. Employees are also responsible for the internal security of such information.

If a subpoena or court order is presented to Marmot for confidential records belonging to a specific institution (library patron records as opposed to Marmot business records), the Executive Director will refer the officer to the appropriate Library Director.



10.22.10