



## **LAW ENFORCEMENT REQUEST FOR PATRON INFORMATION**

Staff Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Name of Officer: \_\_\_\_\_ Badge #: \_\_\_\_\_

Agency of Officer: \_\_\_\_\_

Case Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **INSTRUCTIONS TO STAFF PERSON:**

1. Fill out the information above and attach the officer's business card.
2. Give the officer page 3 to complete the information requested. If the request is urgent, ask the officer to include the reason.
3. Contact one of the individuals listed on page 2. Keep calling until you reach someone to talk to the officer. (You may wish to start with your own manager and then move on to Linda or Oli, if necessary.)  
*(Note: The person you contact may decide to release records in an emergency situation. Otherwise, a subpoena or court order will be requested.)*
4. Give this form to the manager or director who talks to the officer.

## **People Who Can Respond to Requests for Information**

### *Directors:*

- 1) Oli Sanidas (Executive Director)**
- 2) Linda Speas (Director of Library Operations)**
- 3) Anthony White (Director of Technology and Innovation)**
- 4) Jessica Sidener (Director of Marketing Strategy and Community Relationships)**
- 5) Jennifer Mahin (Director of Finance, Facilities, and Safety)**
- 6) Kim Collie (Director of Project Management Office)**
- 7) Lindsay Heinzerling (Associate Director of Library Operations)**

### *Managers:*

- 7) Kipp Entzel (Safety Manager)**
- 8) Paula Langsam (Manager of Smoky Hill, Kever, and Deer Trail)**
- 9) Zamara Loftis (Manager of Koelbel Library, SLS team, and ALD Answers)**
- 10) Melissa Taylor (Manager of Castlewood and Southglenn)**
- 11) Brad Wedig (Manager of Eloise May and Sheridan)**

**TO THE OFFICER:**

We are required by the following law to protect the privacy of everyone who uses our public library. We can release the information you are seeking if you have a subpoena or court order. Making an exception to this requirement could jeopardize your case. We will immediately locate one of the people trained in these procedures to respond to your request. We will do our best to assist you within the requirements of the law. Thank you for explaining your request below.

**24-90-119. Privacy of user records**

(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 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.

**INFORMATION REQUESTED AND REASON FOR REQUEST. IF URGENT, PLEASE EXPLAIN.**

---