

Grand County Library District's Policy on Civil Rights and Immigration Status Compliance (SB25-276)

Effective Date: 9/1/2025

1.Statement of Intent

Grand County Library District complies with Colorado SB25-276 by protecting the civil rights of all individuals, regardless of immigration status, by establishing procedures for the collection, use, and disclosure of certain personal identifying information (PII).

2.Scope

2.1 This policy applies to all library staff, volunteers, contractors, and any individuals or entities acting on behalf of the library.

2.2 Personal Identifying Information (PII): Includes, but is not limited to, name, address, phone number, email, immigration status, and any other data that can identify an individual.

3.Prohibited Actions

3.1 The library shall not collect the following PII related to an individual's immigration status unless required by federal or state law:

- Place of birth;
- Immigration or citizenship status;
- Information from: passports, permanent resident cards, alien registration cards, or employment authorization documents.

3.2 The library shall not delay or deny services based on a person's immigration status.

3.3 The library shall require either written consent from the library patron for release of PII, or a valid subpoena, court order or warrant issued by a Federal Judge or Magistrate before providing PII to third-parties.

4.Data Collection and Access

4.1 Only the minimum necessary PII shall be collected to provide library services to customers.

4.2 Access to PII is restricted to authorized personnel

4.3 All third-party requests for PII or for access to non-public portions of the library facility must be documented and reviewed by the executive director or designee as follows:

- The executive director or designee shall review the third-party request before providing PII regarding any individual accessing services at the library, or third-party requests to access non-public property.
- The executive director or designee shall request and document the following information: The first and last name of the person leading the federal immigration enforcement, employer, badge number, and copy of the valid subpoena, warrant or order signed by a Federal Judge or Magistrate.

5.Communication to Patron

5.1 Following a federal immigration authorities' request for information or access to a patron:

- The executive director or designee will attempt to contact with the patron who was the subject of the request to make them aware of the request, if permitted by law.
- If the subpoena, court order or warrant indicates the patron is under the age of 18, if permitted by law, the executive director or designee will attempt to communicate with either the parent, legal guardian, or relative of the patron about whom the request was made.
- The employee who receives the request, or managing librarian on duty, shall file an incident report containing as much information including the first and last name of the person leading the federal immigration enforcement, employer, badge number, and copy of the valid subpoena, warrant or order signed by a Federal Judge or Magistrate.

6.Public Communication

This policy will be made available to the public upon request and will be posted on the library's website.