



PATRON REQUEST FOR CALL AND/OR VIDEO RECORDINGS

Arapahoe Libraries recognizes that patrons may reasonably request their own call recordings and videos. Recordings that compromise the user privacy rights of other patrons, however, will not be released.

Please fill out the following information, sign, and return this form to any library within Arapahoe Libraries. The form may also be mailed to: Director of Technology, 12855 E Adam Aircraft Cir, Englewood, CO 80112. Requests will be answered within 5 working days.

Patron Name: _____
(please print)

Phone Number: _____

Email: _____

Date and time of recording: _____

Branch or location of recording: _____

Type of recording (circle one): call video

I hereby consent to Arapahoe Libraries' disclosure of my requested user records. I understand that confidentiality and privacy issues prohibit Arapahoe Libraries from releasing recordings which may contain personally identifying information about other library users.

Patron Signature: _____

Date: _____