



STANDARD OPERATING PROCEDURES

EFFECTIVE DATE: March 30, 2018
LEAD DEPARTMENT: Library
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Patron Privacy

PURPOSE

The purpose of this policy is for the protection of personal privacy. Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, facilities, and/or staff assistance is an integral principle of the Library. This policy affirms the Library's commitment to privacy, explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services to the privacy choices they face.

SCOPE

This policy applies to all library patrons and all library materials.

POLICY

California State Law protects the confidentiality of all patron records.

The Los Gatos Library complies with all sections of the State of California Public Records Act (Protection of Library Circulation and Registration Records, Government Code Title 1, Division 7, Chapter 3.5 and California Government Code Section 6267). All registration and circulation records of library users shall remain confidential and shall not be disclosed to any person or agency unless required by law or court order.

Patron records will only be released to the person whose name appears on the Library borrower's record or by the consent of the account holder as applicable by law. In the case of minors 14 years and younger, information will be released to the parent or guardian that originally authorized the account.