

San Luis Obispo County Library: Patron Privacy

The Library's professional ethics and California state law (California Public Records Act, Government Code section 6254(j) and 6267) require that a patron's personal information be kept confidential. Confidential records will not be released or made available in any format to a federal agent, law enforcement officer or any other person except as noted below.

- By a person acting within the scope of his or her duties within the administration of the library.
- By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- By order of the appropriate superior court.

Individuals must submit their name, optional e-mail address, postal address and telephone number to obtain a library card and be eligible for library services such as borrowing and ordering materials, using licensed database products or being added to a library mailing list. These library records may be subject to disclosure under provisions of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA Patriot Act, HR3162, signed by the President on Oct. 26, 2001) and librarians may, under some provisions of this act, be forbidden from disclosing that certain records have been requested or provided.

The Library routinely and regularly purges information that may be linked to library users, such as information from computer signup sheets, web servers, mail servers, computer time management software, Interlibrary Loan requests and other library information gathered or stored in print or electronic format.

Information contained in a patron's record is purged when checked out materials are returned unless there are unpaid fees or fines attached to the record. Information contained in an item record about the last patron who checked out an item remains linked until the item is checked out by another individual or routinely purged by the library system.

Approved: County Counsel 9/11/03

Library procedures for responding to requests under the provisions of the USA Patriot Act.