



## South San Francisco Public Library Confidentiality Policy

It is the policy of the South San Francisco Public Library to respect the right to privacy of library patrons with regard to information contained on library card applications and circulation records. The South San Francisco Public Library has the responsibility, under the California Public Records Act, Section 6267 of the Government Code, to protect the confidentiality of patron use records.

California Government Code Section 6267 states:

All patron use records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows:

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

As used in this section, the term "patron use records" includes the following:

- (1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.
- (2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources, information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library.

Adopted by the Board of Library Trustees: November 26, 2002  
Reaffirmed by the Library Board of Trustees: July 27, 2010  
Amended by the Library Board of Trustees: February 26, 2013  
Re-affirmed by the Library Board of Trustees: August 23, 2016  
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