



# Sacramento Public Library Authority

October 25, 2012

Agenda Item 14.0: Policy: Confidentiality  
of Patron Records

**TO: Sacramento Public Library Authority Board Members**

**FROM: Rivkah K. Sass, Library Director**

**RE: Policy: Confidentiality of Patron Records**

## **RECOMMENDED ACTION(S):**

**Adopt** Resolution #12-44, A Resolution Approving Policy on Confidentiality of Patron Records.

## **REASONS FOR RECOMMENDATIONS**

While California State Law protects the confidentiality of all patron records, the Sacramento Public Library Authority has never formally adopted a policy protecting patron records.

Library staff recommends that the Board formally adopt such a policy, and further, that library staff review and acknowledge the policy and related procedures on an annual basis.

## **ATTACHMENT(S)**

Resolution 12-44, A Resolution Approving Policy on Confidentiality of Patron Records.

Exhibit A: Policy: Confidentiality of Patron Records Policy  
Attachment A: Acknowledgement of Confidentiality of Patron Records



# Sacramento Public Library Authority

## RESOLUTION NO. 12-44

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

October 25, 2012

### **A RESOLUTION APPROVING A POLICY PROTECTING THE CONFIDENTIALITY OF PATRON RECORDS.**

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. The Confidentiality of Patron Records Policy, as set forth in Exhibit A, is approved.

\_\_\_\_\_  
Sophia Scherman, Chair

ATTEST:  
Rivkah K. Sass, Secretary

By: \_\_\_\_\_  
Rivkah K. Sass, Secretary

**ATTACHMENT(S):**

Exhibit A: Confidentiality of Patron Records Policy



## Sacramento Public Library Authority

### Sacramento Public Library Policies and Procedures

Policy No:			
Title:	Confidentiality of Patron Records		
Department:	DIR		
Issue Date:	October 25, 2012	Board Approval Date:	October 25, 2012
Revision Date:	NA		

#### I. PURPOSE

The purpose of this policy is to affirm that Sacramento Public Library Authority staff respects the confidentiality of library records, and further that all library staff understand that patron records are protected by California State Law.

#### II. POLICY

California State Law protects the confidentiality of all patron records.

The Sacramento Public Library Authority 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). All registration and circulation records of library users shall remain confidential and shall not be disclosed to any person, local, state, or federal agency unless required by law or court order. Confidentiality extends to database search records, computer use records, and all other personally identifiable uses of Library materials, programs or services.

Patron records will only be released to the person(s) whose name(s) appear on the library borrower's record. No information from any patron's record is to be released to any person, including law enforcement, unless required by a court order, and any inquiry about library use will be treated as an invasion of patron privacy. Staff may not access any information about any library use for any purpose except that related to the transaction of library business.

**Attachment A:** Acknowledgement of Confidentiality of Patron Records

**SACRAMENTO PUBLIC LIBRARY**



**828 I Street  
Sacramento, CA 95814  
(916) 264-2770  
Fax: (916) 264-2728**

**ACKNOWLEDGMENT OF CONFIDENTIALITY OF PATRON RECORDS**

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It is critical that staff understand the inviolability of patron records. Your signature acknowledges this understanding and your agreement to uphold the confidentiality of patron records. You further understand and agree that unauthorized disclosure of patron records is subject to disciplinary action, up to and including termination, and may result in a civil or criminal action against you.

Once you and your supervisor have signed the form, please return it to the Human Resources office within 7 days.

I hereby acknowledge that I have read the Sacramento Public Library Policy regarding the Confidentiality of Patron Records.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor Signature)

\_\_\_\_\_  
(Date)

*(Please send completed forms to Human Resources Department within 7 days)*