

# **PRESCOTT VALLEY PUBLIC LIBRARY**

## **CONFIDENTIALITY OF USER RECORDS**

### **Purpose**

The Prescott Valley Public Library is committed to protecting the privacy of its patrons in accordance with the American Library Association's Code of Ethics and the Arizona Revised Statutes, Section 41-151.22, which provides:

- A. Except as provided in subsection B of this section, a library system supported by public monies shall not allow disclosure of any record or other information, including e-books, that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.
- B. Records may be disclosed:
  - 1. If necessary for the reasonable operation of the library.
  - 2. On written consent of the user.
  - 3. On receipt of a court order.
  - 4. If required by law.
- C. Any person who knowingly discloses any record or other information in violation of this section is guilty of a class 3 misdemeanor.
- D. For the purposes of this section, "e-book" means a book composed in or converted to digital format for display on a computer screen or handheld device.

### **Policy**

- 1. Without the written consent of a patron, no one other than the patron may have access to his/her library card or any record or information pertaining to the patron's account.
- 2. If a patron does not have their library card, photo identification must be provided for their account. The patron will also have to verify address and pin number for account access. Patrons will not be provided access to other family members' accounts without the written consent of the family member.
- 3. The only information a patron may request by phone is that pertaining to the number and/or titles of materials checked out by the patron. This information will be given only to the patron upon verification of name and/or library card number.
- 4. No record of a patron's borrowing history is kept by the Library, unless the item is/was delinquent or the item has been Claims Returned.
- 5. Any subpoena or court order for records or information pertaining to a patron's account must be reviewed by the Town Attorney prior to disclosing the requested information.

**Revised and Adopted: March 3, 2015**