

Confidentiality of Library Records

Adopted by the Board of Trustees, June 9, 2010

For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the materials they use, and the questions they ask. In order for the library to maintain trust with members of the public, the Board of Trustees of the Pittsburg Public Library shall make every reasonable and responsible effort to see that information about patrons and their individual information choices remain confidential.

Therefore, no information regarding or including

- A patron's name (or whether an individual is a registered borrower or has been a patron)
- A patron's address
- A patron's telephone number
- The library's circulation records and their contents
- The library's borrowers' records and their contents
- The number or character of questions asked by patrons
- The frequency or content of a patron's visits to the library

shall be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order, or subpoena.

The single exception to the above, is that records of minors who are younger than fifteen will be made available to the adult who signed for that minor's library card.

Procedures:

- All requests for such information will be referred to the library Director.
- If a search warrant is presented to staff, it will be turned over to the Director immediately.
- "Sample of Search Warrant Procedures for Libraries" (attached to this page) will be followed when a search warrant is presented.
- If the Director is not available, responsibility will belong to alternates, as designated on "Sample of Search Warrant Procedures for Libraries."