

CONFIDENTIALITY OF LIBRARY USER RECORDS

Purpose: Intellectual Freedom
Upholding Citizens' Rights

POLICY:

The Carlsbad City Library champions the protection of its users' privacy. The Library's commitment to the confidentiality of Library user records is rooted in law and in long-standing ethics and practices of the library profession. Privacy is essential to the exercise of intellectual freedom. Reading and inquiry are chilled when examined or scrutinized by others.

The Library subscribes to the Library Bill of Rights and its Privacy Interpretation, as well as the American Library Association's Code of Ethics which states:

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

The Library collects personally identifiable information (PII) only when necessary to offer library services and fulfill the mission of the Library. It provides **notice** to users of its privacy policy and procedures. The Library makes best efforts to ensure that data collected is **accurate and secure**. The Library will conduct periodic privacy audits to ensure that Library records are not retained beyond a reasonable retention schedule set by the Library Board.

The Library will not share patron records with third parties except as provided by law. (See Library's Responding to Law Enforcement and Other Requests for User Records policy.) State law mandates that libraries may not release library user records unless there is written consent by the user or a court order.

Adopted by Library Board of Trustees at their meeting on 7/15/2009