

RESPONDING TO LAW ENFORCEMENT AND OTHER REQUESTS FOR USER RECORDS

Purpose: Mandated by Legislation (law)
Upholding Citizens' Rights, Intellectual Freedom

POLICY:

The Library does not release Library user records without written consent by the user or a court order or otherwise pursuant to proper legal process. California Government Code Sect. 6267 states:

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

By a person acting within the scope of his or her duties within the administration of the library

By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records

By order of the appropriate superior court.

[The Library Director is custodian of Library records and is the only party authorized to receive or comply with public records request or inquiries from law enforcement officers. The Director may delegate this authority to designated members of the Library's management team.]

See also Policy on Confidentiality of Library User Records

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