

City of Shafter Library and Learning Center Privacy & Confidentiality Policy

The purpose of this policy is to be clear about what we can and cannot do with your information as a member of the Shafter Library and Learning Center (SLLC).

The SLLC does not share member records or information with outside organizations, including law enforcement agencies, except by order of the appropriate superior court or under the conditions of the USA Patriot Act.

The SLLC treats all member registration records and all circulation records as confidential in accordance with California State Law (Gov. Code § 6267.).

Although there are no federal laws guaranteeing library member privacy, the state of California has some of the nation's strongest protection for library member records and privacy. California Government Code sections 6250 through 6270 ensure "the right of individuals to privacy . . ." (Gov. Code, § 6250 et. seq.). This section is considered the "California Public Records Act." Sections 6254 (j) and 6267 (a), (b), and (c) refer specifically to registration and circulation records. Registration records are the member library card records, and circulation records are the items checked out on member library cards.

In accordance with California State Law the Library does not disclose circulation or registration records to anyone other than the individual to whom the records pertain, except under the code's stated conditions. (Gov. Code, § 6267.). It is the responsibility of all library employees to keep your library record confidential and to protect your record from unauthorized access. To accomplish this we must verify your identity with your library card, a valid picture ID, or other verification before any information (verbal or paper) can be given out.

"The SLLC requires a parent or legal guardian to authorize a child 12 years old and under to obtain a library card by signing the child's library card application. Students of any age can choose to receive a student card, which allows fewer items to be checked out at a time."

The SLLC will disclose that child's current circulation records upon request from the child's parent or legal guardian who 1) originally authorized the child to obtain a library card or, 2) presents the child's card at the time of the request, or 3) is accompanied by the child to whom the circulation records pertain.

For children age 13 or over, the Library cannot disclose a child's circulation records without the child's authorization. The parent or guardian of a child age 13 may access the account online with possession of the library card barcode number and the pin number, which constitutes implied consent; such access will allow for a parent or guardian to pay fines/fees online, renew items for the child, or reserve items on behalf of the account holder. For other questions or concerns that relate to privacy and confidentiality of library records, please speak to a library staff member.