

	LIBRARY DISTRICT POLICIES AND PROCEDURES		
	Revision Approval:		Date Approved:
	POLICY: Confidentiality of Patron Records	Section 1.05	Page 1

I. PURPOSE

- A. The Yavapai County Free Library District is committed to protecting the privacy of its patrons.

II. POLICY

Yavapai County Free Library District will uphold A.R.S. § 41-151.22 as reprinted below:

“A. Except as provided in subsection B, of this section, a library or 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.”

III. PROCEDURE

- A. Without the written consent of a patron, only the patron may have access to his or her library card or any record or information pertaining to the patron’s account.
- B. If a patron does not have his or her library card, photo identification must be provided for account access. The patron will also have to verify his or her address for account access. Patrons will not be provided access to other family members’ accounts without the written consent of the family member.
- C. A patron may only request information by phone pertaining to the number of materials checked out by the patron.
- D. Any subpoena or court order for records or information pertaining to a patron’s account must be directed to the Library Director and reviewed by legal counsel.