



PUYALLUP *Public* LIBRARY

Est. 1913

324 South Meridian, Puyallup, WA 98371 | www.puyalluplibrary.org

TITLE: CONFIDENTIALITY OF LIBRARY RECORDS	POLICY NUMBER: 19.2
EFFECTIVE: MARCH, 2019	REVIEW DATE: MARCH, 2022
AUTHORIZED BY: LIBRARY ADVISORY BOARD	

Purpose: To outline the manner in which Puyallup Public Library (hereafter referred to as PPL) records will be kept confidential and privacy maintained.

Scope: Applies to all who use PPL.

Background: Protecting patron privacy has long been an integral part of the mission of libraries. PPL collects information from patrons in order to conduct library operations. These records include but are not limited to registration information, internet searching records, circulation records, materials request lists, financial information, social security numbers, computer booking information and more. PPL is committed to protecting the confidentiality of our members and their use of library resources.

Policy: PPL upholds state and federal laws intended to protect the privacy of individuals who access library materials and resources. Privacy is essential to free speech, free thought and free association. Confidentiality extends to all records with identifying information about members including requests for information, borrowing records, computer use records or access to online resources in accordance with RCW 42.56.310. As such, PPL will disclose exempt records to others only with the Library patron's request or consent or with a valid court order.

Patron records may be consulted and used by Library staff in the course of their library-related work as determined by the Library Director or designee. Parents or guardians of children under the age of 18 who wish to access a child's library records may do so if they are the parent or guardian responsible for the child's account. Parents, guardians or caretakers of a child under the age of 18 who wish to access a child's record of materials checked out, on hold or overdue must provide the child's physical library card, library card number or must verify authority through the provision of other private information on the account.

PPL does not share or sell our patrons' information to any third-party sources except the following: we share patron information with our Integrated Library Software vendor and use their cloud-based server for storage of patron records and we share patron data with a third-party vendor for assistance in collecting library materials or resolving delinquent accounts (collection agency).

PPL enters into agreements with reputable third-party vendors and partners to provide online services, digital collections, streaming media content, electronic newsletters and other services. When using some of these services, library patrons may choose to provide information voluntarily or to connect with social networks and other users of these services. The data shared with these third-parties is not subject to library control and therefore PPL cannot guarantee the same level of confidentiality and privacy. Patrons who use these services are encouraged to review the specific types of data that may be

gathered and disclosed by each third-party vendor. Please refer to the Terms of Use and Privacy Policies for each service used.

Related Policies:

Borrower Eligibility (19.1)

Adopted by the Library Advisory Board:

Ann Hamm

3-18-19

~~President~~, Library Advisory Board

Date

Chair,