

**Subject: CONFIDENTIALITY OF LIBRARY RECORDS**

**Date: April 12, 2007**

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**Replaces Policy Dated: N/A**

**PURPOSE:** The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed, acquired," and includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The Pinal County Library District recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

**STATEMENT OF POLICY:**

Pinal County Library District recognizes its circulation and other records identifying the names of library users with specific materials to be confidential.

All librarians and library employees must be aware that such records shall not be made available to any agency or state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

Resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction in accordance with A.R.S. 41-151.22.