

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: CONFIDENTIALITY OF LIBRARY RECORDS**

Approval Date: January 8, 1976

Revision Date: April 18, 2023

#### **Related Policies**

Computer, Wireless Network and Internet Use Policy

Library Meeting Room Use Policy

STATUTORY REFERENCE: RCW 42.56.050, 42.56.310

#### **Purpose**

To outline the manner in which the Spokane County Library District (District) will protect the privacy and confidentiality of library customers pursuant to state and federal law.

#### **Background**

The District maintains records in order to conduct operations of the library. These records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer booking records. The District is committed to protecting the confidentiality of its customers and their use of library materials.

#### **General Policy**

The District upholds state and federal laws intended to protect the privacy of individuals who access library materials. Privacy is essential to free speech, free thought, and free association. Confidentiality extends to all records with identifying information about customers including requests for information, borrowing records, computer use records, and/or access to online resources.

The District will keep records pertaining to the use of the library private and confidential except as is necessary for proper operation of the District, upon consent of the user, pursuant to a valid subpoena or court order, or as otherwise required by law. The library records of a minor child may be accessed by a parent or legal guardian.

Library records are exempt from disclosure under the Washington State Public Records Act.

While library records are confidential, District facilities are public places, and people entering a library or other District facility have no expectation of privacy beyond the content of library records.

The District may enter into agreements with third-party providers in order to provide certain library-related services to our customers. Information that customers submit to a third party voluntarily is not subject to District control, and therefore the District cannot guarantee the same level of confidentiality and privacy. Customers are encouraged to read and become familiar with the privacy policy of these third-party providers.

The District reserves the right to use personal information provided by customers for the purpose of conducting periodic surveys or providing information regarding library programs and services. This information may also be used by District partners such as the Library Foundation of Spokane County, Friends of the Library, or other groups whose sole purpose is to support the District. The District will not sell or provide access to personal information to other groups unless required by law.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the

Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.