

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CONFIDENTIALITY OF LIBRARY RECORDS

Approval Date: 1/08/1976

Revision Date: 4/16/2013

Replaces

Confidentiality of Customer Information and Customer Privacy

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 Spokane County Library District will protect the privacy and confidentiality of library members pursuant to state and federal law.

Background

Spokane County Library 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. SCLD is committed to protecting the confidentiality of our members and their use of library materials.

General Policy

The Spokane County Library 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 members including requests for information, borrowing records, computer use records or access to online resources.

Library facilities are public places and people entering a library facility have no expectation of privacy beyond the content of library records.

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

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



www.scld.org

Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

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

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director action and/or decision may be made in writing to the Board of Trustees.

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



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