

5.04 Douglas Public Library – Management Policies

Confidentiality of Library Patrons

I. Purpose

With this policy the Douglas Public Library protects the confidentiality of library records and the patron's privacy when using library materials or services, no matter their age.

II. Scope

This policy covers the patron registration, circulation, program signup, meeting room, and Web site records. No employee or volunteer shall provide information regarding the use of the Library's materials, equipment or facility available to any third party.

The information we collect in the Douglas Public Library are: name, phone number, date/year of birth (card registration for patron under 18 years old), materials currently checked out, overdue materials, fines, email address, home address, mailing address, last patron to check out an item, identifications (driver licenses, passport, etc.), ILL requests, computer sign-up sheets, newspaper sign-up sheet, donor names, conference and meeting room reserves.

The library has no control over any data that a library computer user sends to another computer server during an internet session. Transactions data can remain on the hard drive and confidentiality of this data cannot be assured.

According to the Arizona Revised Statutes, A.R.S. 41-1354. Privacy of user records;

Exceptions; violations; classifications:

A. Except as provided in subsections B, a library or library system supported by public monies shall not allow disclosure of any record or other information which identifies a user of library service as requesting or obtaining 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. Upon written consent of the user;
3. Upon receipt of a court order;
4. 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.

The Library Director oversees library records and is responsible for responding to public records inquiries from law enforcement officers or non-library staff. The Director may confirm with the City Attorney before determining the proper response to any request for records. Only with a court order, warrant, subpoena, or otherwise required by law, the library will make records available. Any questions, concerns, or complaints about the confidentiality of your private information, requires patrons to file a written complaint with the Library Director.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. Staff will not disclose personal information collected from you to any other party except where required by law or to fulfill your service request.

The library will not sell, distribute or disclose email address, phone number, borrower records, or other personal information to outside parties unless required by law.

Children's Privacy

Protecting the privacy of children is very important for the library. Minimizing the children's personal information exposure is one of our main priorities. In children's programs we use only children's first names. Parents must supervise their children's use of internet so they do not divulge personal information or use inappropriate sites. Be careful not to display email address information.

The Douglas Public Library has endorsed the American Library Association's Policy on Confidentiality of Library Records and Code of Ethics of the American Library Association.

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Distribution of Free Materials

The Douglas Public Library will provide limited space for free distribution of community information materials, handouts, posting of flyers, and posters of a non-commercial basis.

Policy

The terms for public use of bulletin boards, display, and space for the distribution of materials are:

1. Organizations and individuals engaged in education, cultural, intellectual, religious, and charitable activities may distribute and post fliers.
2. Political or religious material that promotes only one position or viewpoint cannot be posted or distributed.
3. The Library does not necessarily endorse any events, issues, or services promoted by these materials.
4. A limited quantity can be accepted, and will only be made available for as long as they are valid, due to limited space. Items removed will be discarded.
5. The Library reserves the right to deny space to materials that do not comply with these terms.
6. The Library Director will make the final approval.

The Library Director ensures that staff is aware of the distribution of free materials policy and enforces it. Staff should check regularly for publications that may appear without authorization and remove them.

Questions about the policy and its applications can be addressed to the Library Director.

Exhibits and Display Cases for Public

The Douglas Public Library provides space for the display of works of art and crafts. Such exhibits represent a variety of cultural expressions of local community interest. No library space is available for unsolicited exhibits or displays. The use of the library for exhibit is not a right but a privilege which is subject to review by the Library Director. The Library Director must approve any art work or collection before it can be displayed and will determine the location for the exhibit.

Persons wishing to exhibit their work must submit an application to the Library Director. No prices, sale notices or advertising other than the artist's name, address, phone number and e-mail may be affixed to displayed items. Library staff may not act as intermediaries in contacting artists.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed at the owner's risk.

Library-Produced Exhibit for the Library

The Douglas Public Library limits the use of its exhibit spaces to library-produced exhibits. Exhibits will be prepared by library staff to reflect topics of interest or potential interest to library visitors and will present a variety of ideas on issues of contemporary interest. Library staff may borrow items from local organizations, groups, or businesses to use in the display and may credit the lender. No library space is available for unsolicited exhibits or displays.