

1.8 Privacy Policy

According to California State Law ([Government code section 6267](#)) a library is obligated to assure confidentiality of records relating to registration and circulation. Library records will not be made available to any agency of the 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. The Library protects library user account information by placing it on a secure server. The Library does not collect personal information about a library user when a user visits the Library's Web site, registers for a program, or registers for a library card unless the user authorizes the Library to have that information. Protecting library user privacy and keeping confidential information that identifies individuals with their use of library books, materials, equipment, programs, facilities, and/or staff assistance is an integral principle of the Library.

To receive a library card, library users are required to provide identifying information such as name, birth date and mailing address. This identifying information is retained as long as the library user continues to use the library card. A library user's library record includes current information, items currently checked out or on hold, as well as overdue materials and fines. The Library does not maintain a history of what a library user has previously checked out once books and materials have been returned on time. When fines accrue on a user's account, the Library does maintain records of items still outstanding on the user's record. When overdue materials are returned and all associated fines are paid, the information associated with the library card number is deleted.

The Library requires a parent or legal guardian to authorize a child 13 and under to obtain a library card by signing the child's library card application. A parent or legal guardian of a child 13 or under who wishes to obtain information regarding their child's library materials must present valid identification. The Library will disclose that child's current circulation records upon request from the child's parent or legal guardian who 1) originally authorized the child to obtain a library card or, 2) presents the child's card at the time of the request, or 3) is accompanied by the child to whom the circulation records pertain. Patrons over age 13 are able to apply for and receive library cards without a parent's signature if they meet our identification requirements. If your child is age 13 or over then the Library cannot disclose your child's circulation records without your child's written authorization.

The Library uses an online computer reservation program that allows the public to reserve a computer. The Library's public computer stations are programmed to delete the history of a library user's Internet session and all searches once a session is completed. Booking history is deleted every day. Information provided by a library user via email or Web forms will be used only for purposes described at the point of collection.

If contact information is provided, the Library may contact the library user. The Library treats reference questions, regardless of format of transmission confidentially. Email is not necessarily secure against interception and may be subject to disclosure requirements of the Public Records Act or other legal disclosure requirements. The Library's Web site contains links to other sites.

Tulare Public Library is not responsible for the privacy practices of other sites, including providers of online database services for which the Library subscribes. The Library encourages library users to become familiar with privacy policies of other sites visited.