

PRIVACY POLICY

Apache Junction Public Library (the "Library") respects and protects the privacy of library customers. As such, the Library recognizes the importance of protecting personal data and the confidentiality of accessed websites, staff questions, borrowed materials or utilization of other library services. The Library is subject to state and federal privacy regulations. Staff will not ask about the purpose of a customer's request except when necessary to provide better service.

Staff collects a variety of data about library use, in-person and online, in order to improve services and resources in support of the Library's mission.

Library circulation records are kept to protect public property and are not used directly or indirectly to identify the kinds of materials used by individual library customers. Library staff will not respond to requests about a library customer's use of the library's collections or computers from a third party or any agency unless disclosure is mandated as per A.R.S. §41-151.22.

The Library will not:

1. sell, trade or rent any customer information, including e-mail addresses;
2. disclose personally identifiable information or credit or debit card information to third parties, except to complete a payment transaction or for library debt collection purposes;
3. disclose any record or information that identifies a user of library services (defined as anyone who enters the library or uses services).

The library director, or her designee (person with signature authority in the library director's absence) is the legal custodian of records, and therefore, is the person responsible for responding to any request for library records or information about a library user. However, records may be disclosed:

- a) if necessary for the reasonable operation of the library;
- b) on written consent of the user;
- c) on receipt of a court order;
- d) if required by law.

Any person who knowingly discloses any record or other information in violation of A.R.S. §41-151.22 is guilty of a class 3 misdemeanor.

As a matter of business practice, when customer fees reach a total of \$49.99 or more, customer account information is forwarded electronically to a collection agency.

Customer information may be subject to disclosure under Arizona public records law except to the extent it is privileged or confidential.

The information collected on usage of public computers at the Library is limited to reservations and is private and confidential. The Library's PC Reservation System retains information on the

customer's library card bar code, reserved desktop or laptop, and the date and time of public computer sessions.

(Please refer to ACCEPTABLE USE OF ELECTRONIC INFORMATION SYSTEMS, page 24 of Library Policies, for more information on use of Internet and public access computer terminals).

The United States Patriot and Foreign Intelligence Surveillance Act of 1978 ("FISA") under Pub. Law 95-511, 92 Stat. 1783, 50 U.S.C. Chapter 36, may require staff to follow special procedures for law enforcement visits. Should federal or local law enforcement personnel approach staff regarding an investigation under this act, staff will consult with city legal counsel prior to responding.

The Library will cooperate with law enforcement and provide customer information regarding criminal acts occurring in the Library or directed against persons in the Library. This policy does not limit the Library's ability to protect Library patrons, property and collect fees. Questions on this policy are directed to the Library Director at (480) 474-8555.