**Long Beach Public Library**

**Main Library**

**Center for Adaptive Technology**

**STATEMENT OF CONFIDENTIALITY**

As a condition of doing volunteer work with persons who are receiving services or other assistance from the Long Beach Public Library, it is required that volunteers sign this acknowledgment of responsibility to maintain confidentiality.

1. Customer records are strictly confidential and are disclosed only to the cardholder, unless a valid subpoena is presented.
2. All library volunteers must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired, insofar as the public nature of our facilities permit.
3. Information disclosed by persons with disabilities regarding the nature of their disability is strictly confidential.

As a library volunteer, I understand and agree to the Confidentiality Responsibility, as described above. I also understand that disobeying this policy will result in disciplinary action (verbal or written reprimand or suspension) and possible dismissal.

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Volunteer's Name (please print) Signature Date

Confidentiality Form: 6/08/19