



**Santa Clarita Public Library**

**Volunteer Confidentiality Agreement**

**Volunteer Responsibility**

1. All library staff members, employees and volunteers are required to protect each library patron's right to privacy. This applies to records kept for the purpose of identifying the library patrons as well as materials related to a patron's account. Adult volunteers serving at any branch of the Santa Clarita Public Library must sign and adhere to this confidentiality policy.
2. Patron records are strictly confidential and are disclosed only to the patron unless a valid subpoena is presented to a library manager. If a subpoena is presented, a supervisor should be notified immediately.
3. Volunteers who are granted access to the organization's online computer system in the course of their volunteer service are required to strictly maintain the privacy of all patrons by not divulging ***any*** personal information to anyone other than Santa Clarita Public Library personnel.
4. I agree not to divulge any information regarding or relating to any library patron records. I recognize that unauthorized release of confidential information may make me a subject to a criminal action.

As a Santa Clarita Public Library volunteer, I understand and agree to the terms as described above. I also understand that violating this policy may result in dismissal from my volunteer position with the Santa Clarita Public Library.

Volunteer \_\_\_\_\_ Signature \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_