

## **San Bernardino County Library Volunteer Confidentiality Policy**

The San Bernardino County Library supports the Library Bill of Rights with free and confidential access to all materials by patrons.

- Do not release or share information about what materials have been checked out, requested or reviewed except to a cardholder (i.e. someone who has permission to use a card).
- Do not give out names or addresses from registration files to individuals or unauthorized agencies, per state and federal law.
- Do not release information regarding minors, except to parents or legal guardians if they have a library card, a library overdue notice or if the minor is present.

### **Volunteer Responsibility**

All library employees and volunteers are required to protect each library user's right to privacy. According to California Government Code Section 6254(j), this applies to library circulation records kept for the purpose of identifying the borrower of items available in libraries as well as library and museum materials presented solely for reference, information and exhibition purposes. Volunteers working at any branch of the San Bernardino County Library must sign and adhere to this policy of confidentiality.

Library circulation records are strictly confidential and are disclosed only to the library cardholder or parent or legal guardian of a minor who is a cardholder, unless a valid subpoena or warrant is presented. If a subpoena or warrant is presented, a Library supervisor or the County Librarian should be notified immediately.

Volunteers who are granted access to the library's online computer system in the course of their work are asked to strictly maintain the privacy of library customers by not divulging any personal information, including titles and subject matter of materials used or borrowed, to anyone other than library personnel.

Upon completion of reading this policy, a volunteer (age 14 and older) may then sign their SBCL volunteer agreement. By signing the agreement, they acknowledge that they have read and understand this policy.

