

**DATE:** December 12, 2022

**TO:** Board of Library Trustees

**FROM:** Tracy Gray, Library Director

**SUBJECT:** **Updates to Confidentiality of Library Records Policy**

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**SUMMARY**

Updates to the Confidentiality of Library Records Policy:

- Updates to formatting of the Policy information.
- Updates to wording regarding account charges paid by someone other than the account holder.
- Addition of the full text of California Government Code Section 6267 pertaining to disclosure of Library records.
- New section added addressing the use of names and availability of aliases for customer holds.

**BACKGROUND**

The Library is a safe space for the public to visit and explore information on any topic in a nonjudgmental environment. The freedom to read and research ideas while maintaining privacy is at the heart of Library services. The proposed changes to the Confidentiality of Library Records Policy creates a clearer policy that outlines the scope of what information is protected for anyone using the Mountain View Public Library.

The Policy was last revised in 2015 and the current changes ensure the Policy is up-to-date with current rules and procedures around Library records.

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Attachments: 

1. Existing Confidentiality Policy
2. Confidentiality of Library Records Policy Revised December 2022