

El Dorado County Library Privacy Policy

The El Dorado County Library recognizes the need to protect your right to privacy regarding the questions you ask and the materials you borrow.

Confidentiality of Library Records

California Government Code Section 6267 mandates confidentiality of your registration and borrowing records. These records include any information that a Library requires a library patron to provide in order to become eligible to borrow books and other materials, and any information which identifies the library patron borrowing particular books and other material. All library records relating to an individual library patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library patron, or pursuant to subpoena, court order or otherwise required by law. The Patriot Act, passed in 2001, allows Federal agents to request information from library records in some situations.

What types of information does the El Dorado County Library collect about patrons, and how long is this kept?

The El Dorado County Library collects the following information from patrons. Some of the information is optional. The facts requested are those needed in order to track borrowed materials in case they are not returned.

- Name
- Mailing Address
- Home Telephone Number
- Alternate Telephone Number (Optional)
- Birth Date
- Gender
- Driver's License or DMV ID Number
- Email Address for Notices (Optional)

Juvenile cards (under 18) require the name and information about the parent or guardian.

After patron information is entered in the automated database (to which only library staff have password access) the paper form filled out by the patron is shredded. Library patrons are asked to update their registration information every four years, and patrons who have not performed a transaction in six years are purged from the database.

The library's database is protected by firewalls at the library and county level. Only staff, not volunteers or patrons, have access to library records.

The library never sells, leases, or otherwise distributes or discloses any borrower or personal information to outside parties unless required by law.

Library Accounts

Patrons are asked to enter their library card number and PIN in order to access their own accounts.

Internet Privacy

Neither paper records nor automated records are kept concerning the patrons using the public computers at the El Dorado County Library. A count of users is made daily.

Reference and Children's Services

Registration information may be kept for the purposes of record keeping for Summer Reading clubs or other programs at the library. These records are destroyed after they are no longer used for the program, and only a count of attendance and other statistical information is kept. Informational questions are confidential, and staff do not share information with others except in the pursuit of the information.