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## Confidentiality of Library Records

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### Policy:

The Scottsdale Public Library System is prohibited by state law (A.R.S. § 41-151.22) from disclosing any record or information that identifies a user of library services, or any materials or services requested or obtained by that user, except in limited circumstances. A library user is defined as anyone who enters any library location or uses any library services. Records or information include anything that could be used to identify a library user or any library materials or services that person has utilized. Library records will not be disclosed unless disclosure is required or authorized pursuant to A.R.S. § 41-151.22. The Library Director or designee (person with signature authority in Library Director's absence) is the legal custodian of all library records and, therefore, is the person responsible for responding to any requests for records or information about a library user. Upon receipt of such a request, the Library Director or designee will work with the library's legal counsel to respond appropriately to that request. (See also **APP-13**).

### Law:

A.R.S. § 41-151.22 states:

- A. Except as provided in subsection B of this section, a library or library system supported by public monies may not allow disclosure of any record or other information, including e-books, that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.
- B. Records may be disclosed:
  - 1. If necessary, for the reasonable operation of the library.
  - 2. On written consent of the user.
  - 3. On receipt of a court order.
  - 4. If required by law.
- C. Any person who knowingly discloses any record or other information in violation of this section is guilty of a class 3 misdemeanor.
- D. For the purposes of this section, "e-book" means a book composed in or converted to digital format for display on a computer screen or handheld device.