

Lompoc Public Library System

Privacy Policy

Your Right to Privacy

The Lompoc Public Library System recognizes the need to protect your right to privacy regarding the questions you ask and the materials you borrow. Protecting your privacy is important to us. This policy explains our information practices, what information the library collects, and how the library uses that information.

- The library will keep all information it collects or maintains confidential to the fullest extent permitted by Federal, State, and local law.
- Protection of confidentiality extends to information sought or received and materials consulted, borrowed, or received.
- Protection of confidentiality includes database search records, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

Library Cards and Circulation Records

To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained, as long as the library user continues to use the library card.

The library treats all patron registration records and all library circulation records as confidential. A parent or legal guardian who has authorized their child 12 or under to obtain a library card can obtain information regarding their child's library materials by presenting valid identification at the time of their request. The library will disclose that child's current circulation records upon request from the child's parent or legal guardian who 1) originally authorized the child to obtain a library card, 2) presents the child's card at the time of the request or 3) is accompanied by the child to whom the circulation records pertain.

A library user's library record includes current information, items currently checked out or on hold, as well as overdue materials and fine history.

The Library does not maintain a history of what a library user has previously checked out once books and other materials have been returned on time.

When fines accrue on a user's account, the library does maintain records of items that have been borrowed but returned after the due date as well as items still outstanding on the user's record. Records of paid or waived fines are retained in the library user's fine history.

Public Computer Use and the Library's Online System

The library routinely and regularly purges information that may be linked to library users, such as information from web servers, mail servers, computer time management software, Interlibrary Loan requests, and other library information gathered or stored in electronic format.

Email and Reference Questions

Information provided by a library user via email will be used only for purposes described at the point of collection, such as to send information requested in an emailed question or comment from a library user.

The library treats reference questions, regardless of format of transmission (in person, via telephone, fax, Email) confidentially. Personal identifying information related to these questions is purged on a regular basis.

Email is not necessarily secure against interception and may be subject to disclosure requirements of the Public Records Act or other legal disclosure requirements.

Links to Other Sites

The library's website contains links to other sites. The Lompoc Public Library System is not responsible for the privacy practices of other sites, including providers of online database services to which the library subscribes, which may be different from the privacy practices described in this policy. The library encourages library users to become familiar with privacy policies of other sites visited, including linked sites.

Working with Law Enforcement

Library records will not be made available to any agency of the Federal, State, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to Federal, State, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA Patriot Act)

Sections 214-216 of the USA Patriot Act give law enforcement agencies expanded authority to obtain library records, secretly monitor electronic communications and prohibit libraries and library staff from informing library users of monitoring or information requests.