San Mateo
Public Library

Policy for Release of Information Concerning Library Patrons

In accordance with the California Public Records Act (Government Code Section 6254), library registration, circulation, and patron use records are confidential. It is the policy of the San Mateo Public Library to protect the privacy rights of all individuals by only disclosing such records to persons acting within the scope of their duties in the administration of the library, pursuant to written authorization by the individual to whom the records pertain or by court order.

The San Mateo Public Library considers registration records to include verification of the fact that an individual is a registered borrower and any information required to become an eligible borrower such as name, contact information, etc. Circulation records include any information which identifies the books and/or other materials borrowed by particular patrons. Patron use records includes written or electronic records that identify the patron, the patron's borrowing information, or use of library resources, including database search records and any other personally identifiable information, information requests or inquiries.

The confidentiality of library circulation records does not extend to anonymized statistical reports of registration and circulation or to records of fines collected by the library. Information regarding delinquent accounts of library patrons may also be provided to collection agencies retained by the library to collect on delinquent accounts.

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