

PRIVACY OF LIBRARY USERS

Procedure Statement:

The Maricopa Library will adhere to the provisions of Arizona law regarding the privacy of library users and will comply with City of Maricopa Administrative Regulations outlining the release of other information.

Scope:

The Privacy of Library Users Policy applies to all Maricopa Library business operations, customer records and surveillance video.

Regulations:

Release of Customer Information

A. In accordance with Arizona Revised Statutes (ARS) 41-151.22, Maricopa Library shall not disclose “any record or other information which identifies a user of library services as requesting or obtaining specific materials or otherwise using the library,” except that a library administrator may authorize the release of information under one of the following conditions:

1. The user in question has given written permission.
2. Maricopa Library is presented with a court order to release the information, or is required to testify in a court of law.
3. Maricopa Library is required by law to disclose the information.
4. The information is necessary for reasonable operation of Maricopa Library. (For example, the information is necessary for preparation and distribution of overdue notices.)

B. Staff members will notify the appropriate Library administrator immediately of any attempt to obtain user information protected under A.R.S. 41-151.22.

Maricopa Library – Public Space

The Maricopa Library location is a public place. In general, visitors to our library properties are considered in a public space and have little expectation of privacy in regard to being photographed or filmed. However, Arizona Revised Statute 41-151.22 “Privacy of User Records” mandates that public libraries are obligated to “...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.” The Maricopa Library is careful to ensure that no photography or filming can occur in such a way that identifies an individual and associates them with specific library materials, services or as otherwise using the library as it pertains to records.

Release of Other Library Information

A. Maricopa Library retains and manages official records in accordance with:

- [Arizona Revised Statute \(A.R.S.\) 41-151.14 – State and local public records management](#)
- [Arizona Revised Statute \(A.R.S.\) 41-151.22 – Privacy of user records](#)
- Applicable City of Maricopa Administrative Regulations

B. For security purposes, library surveillance video footage is restricted and generally not available for dissemination to the general public.

C. Any requests from the public for copies of official records, or any requests for other information from staff or Maricopa Library files/records, will be forwarded to the appropriate Maricopa Library Administrator for disposition and/or review with