

# **S88-11 LIBRARY CONFIDENTIALITY OF PATRON RECORDS**

## **Legislative History:**

**Document dated May 31, 1988.**

**At its meeting of May 9, 1988, the Academic Senate approved the following Policy Recommendation presented by Sandra Kajiwara for the Instruction and Research Committee.**

**By this policy, UP S 82-2 is superseded.**

## **ACTION BY THE UNIVERSITY PRESIDENT:**

**"Approved and Accepted as University Policy. Effective Immediately." Signed: Gail Fullerton, May 31, 1988.**

## **SAN JOSE STATE UNIVERSITY LIBRARY**

### **CONFIDENTIALITY OF PATRON RECORDS POLICY**

#### **S 88-11**

1. The San Jose State University Library has the responsibility to protect each individual library user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired.
2. All patron records of San Jose State University Library are confidential. Such records, whether print or electronic, include but are not limited to, circulation records from any library department, interlibrary loan requests, faculty book requests, and requests for and results generated from online searches. The confidential information in these records includes, but is not limited to, subjects researched, materials consulted, individual titles borrowed, and patron name, address and social security number.
3. The social security number serves as the campuswide identifier for both student and faculty/staff. If library users are not willing to supply the social security number or other campuswide identifier number assigned by the University for use in the circulation system, the Library will not offer those individuals

borrowing privileges.

4. With the exception of persons acting within the scope of their duties within the operation of the library, patron records are disclosed only upon written consent of the patron involved or under court order or subpoena.
5. When an individual has urgent need for library material that has been checked out by another, the Library staff will contact the individual who has the material and ask the person if he/she is willing to return it immediately.
6. The implementation and interpretation of this policy is the responsibility of the Director of the Library.
7. By this policy, UP S 82-2 is superseded.