

A. PURPOSE

The purpose of this policy is to ensure compliance by the Maricopa County Library District with A.R.S. § 41-151.22, which prohibits disclosure of any record or information that identifies a user of library services. The Library Director, or designee, is the legal custodian of records, and therefore, is the person responsible for responding to any request for library records or information about a library user.

B. POLICY

This policy is based on A.R.S. § 41-151.22 which states:

- a. A library or library system supported by public monies shall not allow disclosure of any record or other information, including electronic records, that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.
- b. Any person who knowingly discloses any record or other information in violation of this section is guilty of a class 3 misdemeanor.

C. AUTHORITY/RESPONSIBILITY

Arizona Revised Statute § 41-151.22.

D. PROCEDURE FOR OBTAINING ACCESS TO RECORDS

1. If any person requests information about library records, library users or library staff the staff member will refer the person to the Library Director.
2. The staff member will contact the Library Director, or designee.
3. The Library Director, or designee, will review and consider the request for records.
4. The Library Director, or designee, will work with the library's legal counsel to respond appropriately to a subpoena or search warrant.