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|  | CITY OF PALM DESERT | |
| | <i>Subject</i> | Privacy and Confidentiality Policy |
| | <i>Policy No.</i> | LIBR-010 |
| | <i>Date</i> | Issued: June 27, 2024 Amended: N/A |
| | <i>Approved by</i> | Resolution No. {2024-XX} |
| | <i>Authored by</i> | Library Services |

I. PURPOSE

A. This policy outlines the privacy and confidentiality policy for the Palm Desert Library.

II. SCOPE

A. The privacy and confidentiality policy at the Palm Desert Library is to safeguard the personal information and reading habits of our patrons, ensuring their privacy and promoting trust within our community. This policy is rooted in the fundamental principles of intellectual freedom and the right to privacy, recognizing that patron confidentiality is essential for free inquiry and access to information. The Palm Desert Library is committed to protecting the privacy of all library users and upholding confidentiality in all interactions, transactions, and records. This policy outlines the measures and practices we adopt to secure patron data, comply with applicable laws, and respond to privacy concerns, fostering a safe and respectful environment for all individuals seeking knowledge and information.

III. GENERAL POLICIES

A. At the state level, Section 6267 of the California Government Code provides as follows:

- i. All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:
 1. By a person acting within the scope of his or her duties within the administration of the library .
 2. By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records .
 3. By order of the appropriate superior court.
 4. The privacy and confidentiality policies of the Palm Desert Library shall comply with the applicable federal, state and local laws. Records will be made available in the event that a duly authorized request is received from a law enforcement agency.
 5. For public records requests, see the [City of Palm Desert's Records Request Portal](#).

Administrative Procedures Manual

FIN-001

Acceptance of Electronic Payments including Credit Cards

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