



Privacy Policy

The Alameda Free Library (Library) is committed to protecting the privacy of our staff, customers, and other contacts. This policy explains information the Library collects and privacy options.

Information Collected and Stored Automatically

The Library collects name, address, phone number, email address, and date of birth to register for a library card and use of library services. Phone number, email address, and date of birth are optional. The Library utilizes this information to contact people regarding overdue items, arrived holds, announcements, upcoming events, and other Library-related issues.

The Library uses a third-party platform to notify patrons of holds, overdue notices, and renewals via phone, email, and text message. Personal information will not be shared with the third-party platform for marketing purposes. At any time, a person may opt out of Library-related communications. By using these third-party services, they acknowledge and agree that the Library is not responsible for the privacy practices of third-party service providers, which may be different from the privacy practices described in the Library's Privacy Policy. The Library encourages people to become familiar with the privacy practices of the other sites they visit.

State Law

California law protects the confidentiality of library records.

California Government Code § 7927.105

- (a) *As used in this section, the term, "patron use records" includes both of the following:*
- (1) *Any written or electronic record that is used to identify a library patron and is provided by the patron to become eligible to borrow or use books and other materials. This includes, but is not limited to a patron's name, address, telephone number, or email address.*
 - (2) *Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources. This includes, but is not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources, information requests, or inquiries.*
- (b) *This section does not apply to either of the following:*
- (1) *Statistical reports of patron use.*
 - (2) *Records of fines collected by a library.*
- (c) *All patron use records of a library that is in whole or in part supported by public funds shall remain confidential. A public agency, or a private actor that maintains or stores patron use records on behalf of a public agency, shall not disclose those records 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 to inspect the records. The authorization shall be from the individual to whom the records pertain.*
- (3) *By order of the appropriate superior court.*

Under the law, the Library may not:

- tell a parent what a child has checked out even if a fee is owed on that material;
- give an item on hold to a family member or friend;
- provide access to library records to law enforcement without a subpoena, warrant, court order, or other legal document requiring the Library to do so.

Customer Circulation Records

The Library does not keep a record of items borrowed beyond operational requirements. Once an item is returned, it is removed from a person's account. Title information will only remain on a person's account if there is a fee associated with the title.

If a person chooses to enable borrowing history, saved lists, or saved searches in the Library's online catalog, the Library will maintain these records, and they could be disclosed with a subpoena, warrant, court order, or other legal document requiring the Library to do so.

Access to Library Account

Access to another person's account may be gained through written consent of the cardholder or by possession of that person's library card. The information given is limited to the number of items checked out, due dates, and fees owed. No additional information will be given.

If a library cardholder is under 13 years old and the parent or guardian who signed for the child's card is in possession of written consent or the child's card, they may be given any information in the child's account if they are also financially responsible for any fees incurred. If the parent or guardian is financially responsible for the fees owed, but the child's card is not in the parent or guardian's possession or they do not have written consent, the information provided will be limited to fees owed.

All library account holders may view and update their personal information online or in person. Proof of identity is required to update information in person. A PIN is required to change this information online.