

WOODLAND PUBLIC LIBRARY CIRCULATION POLICY

Core Statement

In order to make materials available to all patrons on an equal basis, the library will set policies for the length of loan period, renewals, reserves, and fines. The library will determine who is eligible to borrow materials and will provide for the return or replace-return of such materials.

Library Card Policy

Full Access Library Cards

Anyone who resides in the State of California is eligible for a Woodland Public Library card. The initial card is free, and a minimal fee will be charged to cover the cost of materials for replacement(s). To apply for a library card, adults must present current traceable photo identification which gives both their name and address, e.g., driver's license, rent receipt, utility bill. Children under the age of 18 must have a parent or guardian present to apply for the card, the parent or guardian is responsible for all fines and fees. Library cards are non-transferable, remain the property of Woodland Public Library and must be surrendered upon request.

Other Types of Library Cards

Temporary Card

If you do not have a permanent address, but are living within Woodland city limits, you may apply using current traceable identification which gives both name and address, for a 3 month temporary library card with a 3 item limit.

A PO Box is not considered a permanent address.

Examples of temporary residence would include hotels, motels, shelters, rehabilitation centers, visiting family, and exchange students.

E-Card

For access to only electronic materials, you may apply for a one year E-Card providing access to all library electronic resources. No identification is necessary

Institutional Library Card

Educational and non-profit organizations with offices in the Woodland city limits needing access to the Library's resources and inter-library loan for work related projects may apply for an institutional library card. The institution must agree to pay all fines, fees, and related charges.

The director of the institutional must provide written documentation agreeing to pay all charges related to the usage of the card.

Library Card Policy Adopted by Woodland Public Library Board of Trustees March 20, 2013

Confidentiality of Circulation Records

All circulation records identifying the names of library users with specific materials are confidential in nature. (Title I, Division 7, Chapter 3.5, sections 6254, 6254.5, 6255 and 6267)

California Government Code

Section 6267. Registration and circulation records of library supported by public funds.

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:

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- (c) By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

Section 6254. Records exempt from disclosure requirements.

Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

- (j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

1. Guidelines for Responding to Law Enforcement Requests For Library Records and User Information

PROCEDURES FOR LIBRARY STAFF

If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Services Director or to a designated alternate authorized the Library Services Director to respond to requests for records and information. A listing of library employees authorized to respond to records and information requests in the absence of the Library Services Director can be found in Appendix A.

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Services Director nor a designated alternate is present in the library:

- Ask for the officer's identification. Record the information.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Services Director.
- Attempt to reach the Library Services Director, a designated alternate, or the City Attorney using the phone/contact list in Appendix A.

If you cannot reach the Library Services Director or a designated alternate, utilize the procedures outlined below for use by the Library Services Director or a designated alternate. A written report describing the officer's inquiry should be provided to the Library Services Director at the earliest opportunity.

PROCEDURES FOR THE LIBRARY SERVICES DIRECTOR OR A DESIGNATED ALTERNATE

In all cases:

- Ask for the officer's identification. Record the information.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrant-less searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law

enforcement agencies unless a proper court order in good form has been presented to the library.

- If the officer persists, provide the officer with the contact information for the City Attorney and ask the officer to speak to him/her.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the City Attorney and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- Provide all notes and records to the City Attorney. If a library worker or volunteer is required to respond to a voluntary request or a warrant-less search in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Library Services Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the City Attorney responds to subpoenas on behalf of the library.
- Contact the City Attorney and turn the subpoena over to him/her. If a library worker accepts service of the subpoena in the absence of the Library Services Director or a designated alternate, the subpoena should be turned over to the Library Services Director.
- The Library Services Director will work with the City Attorney to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Immediately ask the City Attorney to provide advice and assistance.
- Ask the officer if he or she would be willing to delay the search until the City Attorney arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local, state, or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for the City Attorney, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.

- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the City Attorney.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- Provide all notes and records to the City Attorney. If a library worker is required to respond to a search warrant in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Library Services Director.

If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (orders issued under the USA Patriot Act):

- Call the City Attorney and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for the City Attorney, do not inform other library staff or any other person about the order until authorized to do so by the City Attorney.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he or she will delay the search until the City Attorney arrives.
- If required to turn over records or other items at once, do not notify any library staff except for the City Attorney and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of the City Attorney, he or she cannot inform other library staff or any other person about the order unless authorized to do so by the City Attorney.
- If a library worker or volunteer is required to respond to an order issued under the USA Patriot Act in the absence of the Library Services Director or a designated alternate, they should inform the Library Services Director as the custodian of records. It is not unlawful for library staff to refer the agent to the Library Services Director or his designated

alternate; however, except for the City Attorney, the staff member should not inform anyone else about the order unless authorized to do so by the City Attorney.

Adopted by the Woodland Public Library Board of Trustees December 3, 2007

2. Third Party and Law Enforcement Requests For Library Records and User Information

The legal custodian of records for the Woodland Public Library is the Library Services Director. As the legal custodian of records, the Library Services Director is the person responsible for responding to any request for library records or information about a library user.

The Library Services Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Services Director is absent or unavailable.

The circulation and registration records of the Woodland Public Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a valid court order in proper form, issued by a court of competent jurisdiction, is presented to the library by the law enforcement agency or person seeking the records.

No library employee or volunteer may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Services Director or the Library Services Director's designated alternate. In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Woodland Public Library's "Guidelines for Responding to Requests for Library Records and User Information."

Confidentiality of Circulation Records Adopted by the Woodland Public Library Board of Trustees December 3, 2007

Interlibrary Loans

The library shall cooperate in the borrowing of books from and lending books to other libraries and shall serve nonresident borrowers in compliance with the regulations of the California Library Services Board.

Services to Schools and Organizations

The library shall cooperate with local schools and organizations in their requests for library materials and services so far as practical within existing library resources.

Loan Periods, Overdue Materials, Fines and Damaged Materials

In order to ensure the greatest access of materials to patrons, the Library Services Director is authorized by the Board of Trustees to set the standards for loan periods, overdue materials, fines

and damaged materials. Current **Fines & Fees Schedule** is available at the circulation desk. Patrons are encouraged to make every effort to return library materials on or before the due date. Fines are charged in accordance with the current schedule for materials returned after that date. All fines should be paid when the material is returned. Borrowing privileges may be suspended at any time that overdue materials have not been paid off. Patrons are responsible for the replacement cost of lost or damaged materials or property. Anyone who intentionally injures, defaces or destroys library property is liable to prosecution. (California State Education Code, Section 19910)