# Tempe Public Library Confidentiality Policy

*Approved by the City of Tempe Library Advisory Board*
*September 8, 2003*

It is the intent of the Tempe Public Library to protect the privacy of those who use the Library. The Library collects and maintains only the minimum number of records necessary for maintaining operations.
In accordance with Arizona law (ARS 41-1354), the Tempe Public Library shall not disclose any record or other information that identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the Library. Library user records may be disclosed only in the following circumstances:

- If necessary for the reasonable operation of the Library, as determined by the Deputy Community Services Manager—Library.
- On the written consent of the library user.
- On receipt of a court order.
- If required by law.

Any person who knowingly discloses any record or other information is in violation of ARS 41-1354 and is guilty of a class 3 misdemeanor.

Library users should be aware that the USA Patriot Act of 2001, increases the authority of federal investigative agencies to compel the disclosure of personal information through use of orders duly issued by a federal court of lawful jurisdiction. Under provisions of the act, the Federal Bureau of Investigation (FBI) and law enforcement officials may seek court orders for library records for investigations relevant to national security or terrorism. Libraries or librarians served with these orders may not disclose, under penalty of law, the existence of the orders or the fact that records were produced as a result of the orders. Library users cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI investigations.