



Confidentiality of Library Records Policy
Adopted by Library Board of Trustees: 06/07/18

It is the policy of the Rancho Cucamonga Public Library in accordance with California Government Code Section 6267 to keep all library records confidential. Staff will not give out any information regarding library usage to anyone other than the cardholder, except as follows:

1. Upon the presentation of a subpoena from a Superior court.
2. In order for a library employee, contractor, or other City employee to facilitate the collection of overdue materials from a patron whose record is delinquent.
3. In the case of a child under the age of 14, upon a request from the parent or legal guardian who originally authorized the child to obtain a library card.
4. Upon the presentation of a written release from the cardholder.