

Reading Public Library

Privacy Policy

Reviewed and Approved 11/20/2023

The Reading Public Library will comply with the appropriate statute of the Commonwealth of Pennsylvania with regard to confidentiality of records which states: Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding. (24 PA. C.S.A. Section 4428)

Reading Public Library strives to accomplish the following:

- Limit the degree to which personally identifiable information is monitored, collected, disclosed and distributed.
- Avoid creating unnecessary records.
- Avoid retaining records that are not needed for efficient operation of the library, including data-related logs, digital records, vendor-collected data, and system backups.
- Avoid library practices and procedures that place personally identifiable information on public view.

Information about a patron's account may be revealed only to the card holder. For children under the age of 18, information may also be revealed to the adult who signed the application for the library card.

This information includes:

- Library card registration information
- Title and number of items requested and/or borrowed
- Overdue and fine account information
- A library card holder may grant permission for another patron to pick up his/her holds with signed consent by both parties, but that does not grant access to other information on the record.

To further protect a patron's right to privacy and for the patron's safety and security, personal information, including whether or a not a person is or has been in the library, shall not be made available to anyone except by an official police inquiry or by a court order in a criminal proceeding. Information will not be given over the phone.

Policy History:

Adopted 12/19/2011

Reviewed and Accepted 12/17/2012

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