



PIERCE
COLLEGE
Library and Media Services
Operational Policies and Procedures

Privacy of Library Records

Purpose

Pierce College Library, in its role of cooperating against the abridgement of free expression and free access to ideas, provides public information and enlightenment through its responsibility to maintain books and other materials of value for their wide range of information, interest, viewpoints and enlightenment on the problems and issues of our times. Just as its doors remain open to all individuals, regardless of age, sex, race, religion, national origin or socio-political views, so its shelves remain open to all books regardless of the author's age, sex, race, religion, national origin or socio-economic viewpoint. Further, Pierce College's library perceives itself as challenger to all attempts at censorship and/or proscription of views of either patron or authors because it is an education institution for democratic living.

Training

All employees are required to undergo training on privacy before assessing library systems.

Intellectual Freedom

The right of individuals to believe what they wish on any subject and to express those beliefs or ideas openly. Integral to this freedom is the right of unrestrained access to all information and ideas regardless of the medium of communications used. Pierce College shall attempt to present a broad spectrum of points of view and shall not exclude materials because of the race, nationality, sexual preference, or social, political, or religious views of the authors.

Confidentiality of Records

RCW 42.17.310 provides for the confidentiality of library records.

RCW 42.17.310 Certain personal and other records exempt.(1) The following are exempt from public inspection and copying: (1) Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library use

Maintenance of protected records

Library records will be retained only to the extent necessary to conduct the business of the library/college, such as tracking overdue materials or managing the efficient functioning of the workstation or the network.

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