

Collection Development Policy

Approved February 19, 2020

In developing the library collection, the Director will acquire, within the limitations of budget and space, items that reflect the needs and requests of the Tri-Valley community.

- The non-fiction collection will, to the extent possible, include opposing viewpoints.
- The acceptance and disposition of gift materials will be at the discretion of the Director.
- To the extent possible, the library will comply with the requests of individual patrons.
- As books and other materials become dated and/or worn, the Director will be responsible for determining whether an item will be discarded or re-placed.

Confidentiality Policy

Approved February 19, 2020

The Daniel Pierce Library, recognizing the right to privacy of library users in keeping with the standards of the American Library Association, believes that patron records are confidential and not to be used for purposes other than routine record keeping (i.e., to maintain access to resources, to assure that resources are available to users who need them, to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program of service). The Library recognizes that children and youth have the same rights to privacy as adults.

Confidentiality extends to "information sought or received, and materials consulted, borrowed, acquired," and includes database research records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services. Revealing the personal names of patrons would be in violation of confidentiality; therefore, records (such as interlibrary loan requests) must contain only the patron's identification number. Messages delivered via the telephone to a person other than the patron must not contain confidential information.

Patron records shall not be made available to any agency or state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Source: ALA Position Statement on the Confidentiality of Library Records. www.ala.org