



## Confidentiality Agreement

All library employees and volunteers are required to protect each library patron's right to privacy. According to Pennsylvania Act 90 of 1984, which amends P.L. 324 No. 188 of 1961, known as "The Library Code," and Pennsylvania State Law (24 Pa. C.S.A. Section 4428), this includes all library circulation records and personal information kept for the purpose of identifying the borrower of items available in libraries. Library circulation records and personal information are strictly confidential unless a valid subpoena or warrant is presented. If a subpoena or warrant is presented, a supervisor should be notified immediately.

Volunteers are required to strictly maintain the privacy of library patrons by not divulging any personal account information, including titles and subject matter of materials used or borrowed, to anyone other than library personnel.

I understand and agree to the Confidentiality Agreement as described. I also understand that violating this policy may result in possible dismissal from my volunteer position with the library.

\_\_\_\_\_  
Volunteer's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

Pennsylvania State Law states that:

"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 P.S. Section 4425)