



San Francisco Public Library

100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

DATE: August 13, 2018

TO: San Francisco Public Library Commission

FROM: Michael Lambert, Acting City Librarian

RE: Proposed Revisions to Privacy Policy

As codified in the SFPL Privacy Policy, the Library champions the protection of personal privacy. The Library's Privacy Policy was originally adopted on June 17, 2004 and revised most recently on January 15, 2015. Protecting library user privacy remains a high priority for the Library as is keeping confidential information that identifies individuals or associates individuals with their use of library collections, programs, technology, facilities, and/or staff assistance. The Privacy Policy affirms the Library's commitment to privacy, explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services to the privacy choices they face.

Collections Inventory Modernization Project

At the Library Commission meeting on February 1, 2018, the Library's FY19/20 budget was approved, which included funding the Collections Inventory Modernization Project and the implementation of radio frequency identification (RFID) technology. This action, representing the culmination of staff research and cumulative discussion with the Library Commission over the prior two fiscal years, affirmed the significant benefits to customer service, operational efficiencies and improved working conditions for staff resulting from this strategic investment.

Proposed Revision to Privacy Policy

Through the Library's internal RFID Task Force evaluation, staff has confirmed that the use of a combination of library cards without RFID tags and library items bearing passive RFID tags offer increased circulation efficiency while ensuring patron privacy. As outlined in the Radio Frequency Identification (RFID) Fact Sheet, the San Francisco Public Library's prospective use of this technology will not pose any threat to patron privacy in accessing library collections.

In conjunction with the implementation of RFID technology, the Library's Privacy Policy is in need of revision. Specifically within the section on Radio Frequency Identification (RFID), the qualifying statement: *(SFPL does not use RFID technology)*, will need to be edited and/or deleted from the Privacy Policy. With regards to RFID, the remaining policy information could remain as currently constituted, as it still accurately describes the Library's intended approach for employing this technology and the limited use of its application for circulation and inventory control.

The San Francisco Public Library remains steadfast in its commitment to protect the personal privacy of library users. The Library's implementation of RFID Technology will not detract from an unwavering commitment to inform library users about their privacy options while enhancing the level of service provided to the community. The Library is committed to protecting patrons' privacy and borrowers' confidentiality through the SFPL Privacy Policy. The Library recommends revision of the current SFPL Privacy Policy to account for the adoption of RFID technology as the organization's standard equipment for materials management, inventory control and circulation functions.