

Stanford University Libraries

DISCLOSURE OF BORROWER INFORMATION

Circulation records are confidential. However, when one individual has an item charged out, the needs of another reader can often be met by a brief check of a quotation, citation, etc. in that item. *By approval of the Stanford University Faculty Senate, Stanford University Libraries policy is to disclose a borrower's name, telephone number, and/or electronic mail address to Stanford or University of California faculty, staff, or students who inquire about a specific title circulating to that borrower.*

If contacted, the borrower may:

- allow the caller to briefly consult the item
- return the book to the library so that it can be borrowed by the caller
- deny the caller access to the item at that time

The original borrower remains responsible for the item's return as well as any associated fines until it has been discharged from the borrower's user record.

Privacy rights: Any individual who does NOT want his/her name disclosed to other borrowers should notify the Libraries of that choice by completing and returning the form below to the Privileges Office in Green Library or leaving it with the service desk staff from whom it was received. Library staff will forward the form to the Privileges Office.

Privileges phone #: (650) 723-1492

Privileges fax #: (650) 723-3992

REQUEST FOR NON-DISCLOSURE OF BORROWER INFORMATION

No, the Library may not disclose my name, phone number, and/or email address as the borrower of the materials I charge out from the Stanford University Libraries (Green Library and the research branch libraries), the Robert Crown Law Library, and the Hoover Institution Library. The libraries of the Business and Medical Schools use a different online library system and should be contacted separately if those libraries are used. The Stanford Linear Accelerator Library is excluded from this agreement.

Name (print): _____
(last name, first)

Signature: _____ Date: _____

Library ID Number: _____ Dept.: _____