

Administrative Rules

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Approved

Rule 2.0 Confidentiality of Library Records

Overview and General Rules

I. PURPOSE

Patron records are confidential.

II. OBJECTIVE

Library records which provide information regarding the address, phone number, email address or other personal information of a registered borrower shall be restricted to the registered borrower, subject to the exceptions stated in this policy. Library records which document the use of specific materials or services shall be restricted to the registered borrower who used those materials and services, subject to the exceptions stated in this policy.

III. EXCEPTIONS

- (1) Except as set forth in subsection (2) of this section, patron records which contain personal information are confidential. In addition, any record(s) which identifies a person as having requested or obtained materials or services shall only be released to the person who requested or obtained the materials or services.
- (2) Records may be disclosed to other parties in the following instances:
 - a. Records may be disclosed when necessary for the reasonable operation of the library.
 - b. Records may be disclosed to the legal guardian of a minor.
 - c. Records may be disclosed to other parties upon the consent of the person who requested or obtained the materials or services.
 - d. Records may be disclosed pursuant upon court order, or where otherwise required by law.
- (3) Any person(s) requesting access to records under this policy may be required to submit proof of identification and/or other forms of documentation which Library Administration deems necessary for the efficient implementation of this policy.