



# CONFIDENTIALITY OF LIBRARY PATRON RECORDS POLICY

## A. LIBRARY'S RESPONSIBILITY

The library has the responsibility to protect each individual library patron's right to confidentiality and privacy relating to that patron's activities and records within the library.

## B. PATRON RECORDS (Print or Electronic)

1. Circulation records
2. Specific book requests
3. Reference requests received in person, by email or telephone
4. Subjects researched
5. Materials consulted
6. Specific titles borrowed
7. Any other information linking the patron to specific library materials, services, or activities.
8. Patron's personal information required by the library in order to issue the patron a library card

## C. PERMISSIBLE DISCLOSURES

With the exception of library personnel performing their required duties, patron records may only be disclosed to:

1. The named cardholder
2. The Library Director may disclose certain specific information, consistent with the card holder's privacy and the library's needs, to a person other than the cardholder.

A handwritten signature in blue ink that reads "Linda Ramos". The signature is written in a cursive style and is positioned above a horizontal line.

Linda Ramos, Chair