



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. Interlibrary loan requests
3. Specific book requests
4. Reference requests received in person, by email or telephone
5. Subjects researched
6. Materials consulted
7. Specific titles borrowed
8. Any other information linking the patron to specific library materials, services, or activities.
9. Patron's name, address, telephone number, or email address

C. PERMISSIBLE DISCLOSURES

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

1. Any patron, over the age of 18, upon presentation of a library issued card, or other appropriate identification.
2. Anyone with written consent of the patron involved.
3. Parents or guardians of minors who:
 - a. Signed for the minor's card may be given specific information regarding that minor's record.
 - b. Is in possession of the minor's card may be given any information in the minor's record.
 - c. Does not have possession of the minor's card may be given only information regarding materials which are overdue, lost, or damaged or fines owed.



CONFIDENTIALITY OF LIBRARY PATRON RECORDS POLICY

Adopted by the Marion County Library Board
August 03, 2017

Judith R. Bearden

Judith R. Bearden, Chair