

CONFIDENTIALITY OF LIBRARY RECORDS

1. All library and circulation records are considered confidential in nature as required by law.
2. Use of library records will be used only in the performance of job responsibilities related to the operations of the library.
3. Employees are to exercise great care when discussing information in library records with other employees. Conversations should be kept private and not overheard by others not authorized to have access to such information.
4. All employees will be expected to sign a Confidentiality of Library Records form which is available from the director. The director will keep all signed forms on file.
5. The Library Director and all library employees and volunteers will be advised that such records shall not be made available to any agency of federal, state, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, as pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigation.
6. The Library Director shall resist issuance or enforcement of any such process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction, with the option of appeals residing with the Board of Trustees.

Board approved 6/2004,
Reviewed & revised 12/2020, 3/2023