



## **Confidentiality**

The importance of confidentiality of all library transactions involving library users is recognized.

The library will maintain internal records either to keep track of or to recover the library's property.

Library records which identify the names and other personal information regarding library users are confidential.

Confidentiality includes but is not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, and the use of any library materials.

All library employees 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, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

The library manager 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.

Adopted: 3/16/95  
Revised: 10/22/2020