

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Purpose: To protect the privacy of patron's library records.

Policy:

1. Library records are held confidential by Columbia County Rural Library District in accordance with the R.C.W. 42.56.310. Information gathered about patrons shall be limited to that which is absolutely necessary to "maintain control of library materials or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter."
2. Employees of the Columbia County Rural Library District and members of the Board of Trustees for Columbia County Rural Library and volunteers shall not divulge information that identifies patrons with the material borrowed to anyone, except by a legal order from an appropriate court of law.
3. Library circulation records and other records identifying the names of library users' with specific books or non-print material are confidential in nature.
4. Also confidential in nature are files of patron names, addresses and personal information, including data-related logs, digital records, and system backups.
5. Measures will be taken to protect the privacy of patrons having access to the Internet.
6. Such records and files shall not be made available to any individual, organization nor 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.
7. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users will immediately refer the person making the request to the Library Director, who shall explain the confidentiality policy.
8. The Library Director, upon receipt of such process, order, or subpoena, shall consult with the Columbia County Rural Library District's attorney concerning the proper response.
9. Any problems relating to the privacy of circulation and other records identifying the names of library users, which are not provided for above shall be referred to the library director.

Adopted

History

Adopted February 14, 2008