

## **Confidentiality of Library Records**

The Board of Trustees of the Oakwood Public Library District believes it is in the interest of its patrons, residents, and taxpayers to preserve the confidences of its library users.

Therefore:

- 1) Circulation records and other records identifying the names of library users with specific materials are recognized as confidential in nature and access is restricted to library staff and members of the public with a legitimate interest.
- 2) All library staff and employees are advised that such records shall not be made available to members of the public, the press, or to an agency of state, federal, or local government, except pursuant to such process and/or order of 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 of legislative investigatory power.
- 3) Library staff shall observe the following procedure: On receipt of any legal process and/or order of subpoena, the staff member in charge will check to ensure that (a) the document is in proper legal form; and (b) there has been a proper showing of good cause for its issuance, in a court of administrative body of competent jurisdiction. If this is the case staff shall turn over the material requested. If there is concern that this is not a valid subpoena the library attorney may be consulted.
- 4) Borrower's records may be purged every year if they have not checked out material in two years (even if they have fines or lost material) under the following conditions. They must have less than \$10.00 in fines (no matter where the fines were incurred). Records may also be purged if there are lost item(s) as long as the balance is under \$25.00

Adopted at regular meeting by the Oakwood Public Library District Board April 8, 2008

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