

## **Confidentiality of Library Records Policies**

All registration and circulation records of Crete Public Library, except statistical reports of registration and circulation, shall be confidential information. Except in accordance with proper judicial order, no person shall make known in any manner, any information contained in such records. As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information which identifies the patrons borrowing particular books and other materials and using library technology.

Patrons who wish to use the public computers will be required to sign in with their library card or another form of ID. This sign-up sheet is shredded at the end of day in order to ensure the privacy of our patrons.

The Library will treat information displayed on its computers and/or printers as confidential. Requests for disclosure of information will be honored when required by local, state, or federal law or when required by Library policy.

### Procedures for Maintaining Confidentiality of Library Records

- The library staff member receiving the request for information pertaining to Library records, will immediately refer the person making the request to the Director. The Director shall then explain the confidentiality policy.
- The Director, upon receipt of such process order, or subpoena, shall notify the City Administrator, who may consult with the City Attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
- If the process, order, or subpoena is not in proper form or if good cause has not been shown, the library will not provide any records and will advise notify the City Administrator of the situation.
- Any threats or unauthorized demands (i.e. those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the notify the City Administrator.
- 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 Director.

*Approved by the Crete City Council, 1 August 2017*