Coburn Free Library

Patron Privacy Policy

Adopted:

Revised:

Reviewed:

Purpose

The purpose of the Coburn Free Library's Patron Privacy Policy is to protect patron's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.[1] This policy outlines what patron information is kept, how long it is retained and how it is discarded.

Patron Privacy Policy

Whereas public access to library circulation records invades the privacy of the individual person, it is the policy of the Coburn Free Library to keep confidential those circulation records and any other records that identify the names, addresses or any other identifying details of library users. Such records will not be released or used in any way for non-library purposes and will not be made available to any agency of state, federal, or local government except pursuant to a subpoena from a court of law or court order.

Confidentiality Law

S 4509. Library (circulation) records: (Records related to the circulation of library materials) Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photo-copies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user pursuant to subpoena, court order or where otherwise required by statute.

Procedures for Implementing "Patron Privacy Policy"

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1 "ALA Code of Ethics", American Library Association, May 19, 2017 https://www.ala.org/tools/ethics (Accessed September 16, 2026) Document ID: 99e8708e-57c2-46d5-9b29-aa5b573332b0

In the event that staff receives a request that involves a patron's confidential information, the following steps will be followed:

1. The Library staff member receiving the request to examine or obtain information relating to a patron's confidential Library records will immediately refer the person making the request to the Library Director, who will explain the confidentiality policy.

2. Under no circumstances will staff disclose any confidential information regarding or including, but not necessarily limited to:

- Patron's name, address, telephone number;
- Library card holding status,
- General information regarding a patron's Library use habits, including but not restricted to, number of visits, time of visits and number or type of questions asked;
- Any information and records described in the confidentiality law above.

3. The Library Director will review all requests in a timely manner. If necessary, the Library Director will consult with legal counsel to determine if such request is proper and in full compliance with proper legal authority. Requests for information without written consent from the named patron will be denied without the required subpoena, court order or requirement by statute.

4. If the Library is served with a subpoena or court order, the Library staff member will immediately deliver the subpoena or court order to the Library Director. The Library Director will consult with legal counsel to determine if the subpoena or court order is proper and in full compliance with legal authority. Absent written consent by the named patron, the issuance of a subpoena or court order will be the only basis upon which confidential information will be released, unless otherwise required by statute.