



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-5	
TITLE: Confidentiality Of Library Records & Third-Party Partners Privacy		ORDER #: 23-019	
DEPT: Library			
ADOPTED: 12/14/2022	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

1.1 Tillamook County Library is dedicated to the principles of confidentiality of library user records and expectations of privacy when using library materials, and to identify those limited circumstances under which information regarding a patron's use of the library will be released.

2. APPLICABILITY:

2.1 The Tillamook County Library accepts and endorses the Policy on Confidentiality of Library Records of the American Library Association and strictly abides by all local, state, and federal laws that govern privacy and confidentiality.

2.2 A "library record" refers to any document, record, or other method of storing information retained, received, or generated by a library that identifies a person or persons as having requested, used, or borrowed library material, and all other records identifying the names or confidential patron records of library users. The term "library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

2.3 The confidential patron library records referred to in this Policy, whether print or electronic, include, but are not limited to:

- Circulation records from any library branch.
- Library card registration records.
- Interlibrary loan or patron material (holds) requests.
- Event registration and attendance records.
- Reference requests received in person or via email or telephone.
- Donation records including the donor's personal and financial information, payments, and communications with library staff; and
- Patron computer, internet, e-materials, library database, or website use records.
- The confidential information in these records includes, but is not limited to:
 - o Subjects researched.
 - o Materials consulted.
 - o Individual titles borrowed; and

SUBJECT: Confidentiality Of Library Records & Third-Party Partners Privacy LIB-5

- o Patron library card number, name, address, phone number, email, DOB, financial transactions, and all other unique identifiers.

3. POLICY:

- 3.1 No employee or agent of the library, or third party contracted by the library that receives, transmits, maintains, or stores library records, shall release, or disclose a library record or portion of a library record to any person or persons outside the operation of confidential library business, except pursuant to federal, state, or local law where a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any cost incurred by the library in any search through patron records, even under court order, shall be chargeable to the entity demanding such search.