



## **PATRON CONFIDENTIALITY POLICY**

**Adopted 07/09/2003; Amended 09/10/2003; 06/13/2012**

The confidentiality of library records is central to the concept of intellectual freedom and directly relates to the ability of citizens to use library materials and pursue information without fear of intimidation. The Jefferson County Library policies and Washington State Statutes protect the privacy of library users.

Confidentiality extends to information sought or received; circulation records; database search records; reference interviews; interlibrary loan records; registration records; and all other personally identifiable uses of library materials, facilities, programs or services including the frequency or nature of a patron's visit to the library.

Patron records will not be made available to any individual, group, or agency of the state, federal or local government without a valid court order, subpoena, or search warrant issued by a court of competent jurisdiction and presented to the library director. The director will then notify counsel to obtain legal assistance.

All employees, board members, and volunteers of the Jefferson County Library must comply with this policy.

Names and addresses from the patron files may be released under the following circumstances:

1. The titles of overdue items checked out by a patron under the age of eighteen (18) will be released to the patron's custodial parents or legal guardians upon request.
2. The library, for the purpose of conducting user surveys or to notify users of programs, services or changes in policy may use names, addresses or email addresses from the patron file from time to time. The library director will approve such use in advance.
3. Names and address of adult library users ages eighteen (18) and older may be used from time to time by the library for the sole purpose of notifying users of upcoming events or to invite users to participate in or to monetarily support library activities. The library director will approve such use in advance

Provided that, in the case of items 2 and 3, care is used to a) prevent such information from being misused or misappropriated, and b) to enable patrons to inform the library of their desire not to receive such notifications and for the library to honor those wishes.

To the extent that this policy conflicts with federal, state or local law, the library will abide by the applicable law, with federal law taking precedence.

PATRON CONFIDENTIALITY POLICY (APPENDICES)

Appendix A

Washington State Law Regarding Public Records and the Public Library Exemption

*Public record includes any writing containing information relating to the conduct of government...regardless of physical form or characteristics. RCW 42.17.020(36)*

The law specifically exempts *Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user. RCW 42.17.310(1)(l)*

Appendix B

4<sup>th</sup> Amendment to the U.S. Constitution

*The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.*