

Lakewood Memorial Library Policy on Confidentiality of Library Records

Libraries may subscribe to record-keeping software either to keep track of and recover their property or to enhance services provided to library users. Library records which identify the names and other personal information regarding library members and staff are confidential.

The library's internal record keeping procedures will be reviewed periodically to assure that records identifying library users are limited to those essential for library operation. These records are accessible for library work, publicity and special projects only.

This policy specifically recognizes circulation records and other records identifying the names of library users to be confidential in nature.

Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or 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 or legislative investigative power.

Library staff shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

The broad reach of this policy includes but is not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of e-books, audio and visual materials, films, or records.

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