

Lower Umpqua Library District	Administrative: "Policy on Confidentiality of Library Records"	Number A-017 Page 1 of 1
Effective date: 01-14-2020 Revised: Original	OPR: Board of Directors	Author(s): American Library Association/Bridge

Policy on Confidentiality of Library Records

Purpose: To protect all library records which identifies library users and their personal information.

The Board of Directors of the Lower Umpqua Library District agrees with the Council of the American Library Association, which strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States shall adopt a policy on confidentiality of Library records:

Therefore:

1. The Board of Directors of the Lower Umpqua Library District specifically recognizes its circulation records and other records identifying the names of library users to be **confidential**. (See also [ALA Code of Ethics](#), Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and [Privacy: An Interpretation of the Library Bill of Rights](#).)
2. All 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.
3. The Board of Directors of the Lower Umpqua Library District shall resist the issuance of 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. Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper 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, they will insist that such defects be cured.