

	<p>Policy Title CONFIDENTIALITY OF LIBRARY RECORDS</p>	<p>Policy Number 3.2</p>
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I. Confidentiality

- a. Records relating to the registration of borrowers and the use of Library materials and resources are confidential.
- b. Parents, guardians, or caretakers of a child under 18 who wish to access a child's record of materials checked out or overdue, must provide the child's library card, card number, or verify through other information on the account.
- c. Contents of these records shall not be made available to any individual or group, or to any agency of the local, state, or federal government; except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to civil, criminal; or administrative discovery procedures or legislative investigatory power.

II. Exceptions

- a. Nothing in this policy shall impede or prevent:
 - I. The timely issuing of overdue notices or bills to delinquent Library borrowers.
 - II. Identification to police of individuals suspected of committing illegal acts on Library property.