



Policy # 4.3 Confidentiality of Library Patron Information

Adopted by Library Board of Trustees May 27, 2010

The North Olympic Library System is committed to safeguarding access to patron library records. Consistent with RCW 42.56.210 and Policy on Confidentiality of Library Records adopted by the Council of the American Library Association, it is the policy of the Library that 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, is exempt from public inspection and copying. These records are considered confidential and protected by the right of privacy as defined by RCW 42.56.580.

For the purpose of this policy, library records include but are not limited to: registration records, circulation records, reference interviews, materials request lists, database search records, financial information and computer usage records. Public inspection includes any requests oral or written, for information contained in such records.

Without permission of the library user, the North Olympic Library System will not release library records to any individual, organization, or to any agency of federal, state, or local government except pursuant to a court order, warrant or subpoena as authorized under applicable federal, state or local law relating to civil, criminal, administrative or legislative discovery procedures or investigatory power. The Library System will 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. Requests for patron information made by any agency of federal, state or local government (including but not limited to law enforcement agencies) shall be referred to the Director of the North Olympic Library System.

The Library Director is responsible for establishing administrative procedures necessary for carrying out this policy.