

JEFFERSON PUBLIC LIBRARY
City of Jefferson, Oregon
Patron Confidentiality Policy

INTRODUCTION

Purpose of Policy: The Patron Confidentiality Policy outlines the ways that the Jefferson Public Library protects the personal information, checkout history, and other identifying information of our patrons.

Mission: Jefferson Public Library supports an informed community, lifelong learning and the love of reading by promoting access to the universe of ideas and information to all city and county residents.

GENERAL PRINCIPLES

Privacy: Information about individuals over the age of 13 is kept private by the Library and is not shared with anyone else, including family members, spouses, and employers, unless required by a court-ordered subpoena. When in doubt, the library will keep patron information confidential.

PROCEDURE

1. The library will not reveal the identities of individual users nor the information sources or services they consult unless REQUIRED by law, usually in the form of a subpoena or other court order. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services. This procedure applies even when requests are made by federal or local law enforcement officials; if the library is legally permitted to maintain confidentiality, staff are obligated to do so.
2. The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the requestor to the Library Director, who will serve as the point of contact for the library's patron information database.

Effective date: 8/18/22

Nadia Heinrich, Library Director

Approved by City of Jefferson Library Committee: 