



STEVENS MEMORIAL LIBRARY

## Confidentiality of Patron Records

The Stevens Memorial Library is committed to user confidentiality. The confidentiality of library records is a core part of library ethics and the Stevens Memorial Library follows the [Code of Ethics of the American Library Association](#).

Confidentiality extends to information sought or received, and materials consulted or borrowed. It includes database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Circulation, registration information, and information retrieval records may not be disclosed except to:

1. The cardholder (with card or other proper id).
2. Staff of C/W MARS Network members acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
3. Persons authorized by the cardholder to access the individual's records identified by a signed note of permission given by the cardholder.
4. Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

The Library occasionally conducts promotional campaigns to inform the community of our services. The Library at those times use patron email or postal address for the library's internal mailing lists, only with prior consent of the patron.

The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

*Approved by Library Board of Trustees, September 2016*