Oregon Trail Library District <><><><><><>

District Office: P.O. Box 107 • Boardman, Oregon 97818 • Telephone 541-481-3365 • FAX 541-481-2668

Policy on Confidentiality of Library Records

Adopted by the Oregon Trail Library District Board of Directors on November 20, 2002

Purpose of the Policy:

The mission of the Oregon Trail Library District is to meet the informational, cultural and recreational needs of residents of the district with information resources on a broad variety of topics, in as many different formats as are appropriate, and from a broad variety of viewpoints through the development of local collections and links with other agencies. The improper release of circulation records, or records of use of specific library materials, would have a severe effect on such access. Fear of public disclosure, particularly among those that read or view controversial materials, would result in deterring citizens from seeking information through their library. To protect each individual's privacy in use of library services, the District has adopted the following policy regarding the confidentiality of registered library patrons.

Underlying Considerations:

- The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation or reprisal. Confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.
- 2) Oregon State Law recognizes the Oregon Trail Library District as a public body subject to the Public Records Law. However, ORS 192.502.22 provides the following exemption from disclosure of library public records:

The records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with the address or phone number, or both, of the patron.

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Policy:

In accordance with 1) and 2) above, the Oregon Trail Library District Board of Directors adopts the following policy:

User records of the Oregon Trail Library District showing:

- 1) Use of specific library materials consulted, borrowed, acquired or transmitted, by a named person; or
- 2) Consisting of the name of a library patron together with the person's address or telephone number, or both, are exempt from disclosure.

These records include, but are not limited to:

- 1) Circulation records
- 2) Borrower registration records
- 3) Records created to facilitate access to and/or use of library information, materials or services

The Oregon Trail Library District reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, custom surveys, or other administrative mailings.

Confidentiality Policy Procedures

 The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users, will immediately refer the person making the request to the Branch Manager who shall explain the confidentiality policy. The Library Director shall be notified immediately.

The following actions may be done without the library card by an individual other than the cardholder:

Renewal of material (if the person knows the items to be renewed or wants everything renewed).

Payment of charges due. A generic receipt may be given without listing titles.

Balance of charges due. (Do not reveal items checked out).

Change in address or telephone number (only with proof of change from the patron and without revealing what is currently on the record). Report of lost or stolen card.

2) The Library Director upon receipt of a process, order, or subpoena, Shall determine whether the process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

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Oregon Trail Library District Temporary Policy Regarding Patron Confidentiality of Library Records

All librarians and library employees are hereby advised that 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 investigatory power.

Adopted by the Oregon Trail Library District Board of Directors September 18, 2002.