

CONFIDENTIALITY OF LIBRARY RECORDS

All transactions between the Laurel County Public Library and its patrons are considered confidential. The Library is obligated to protect the privacy of its patrons. Types of information protected include, but are not limited to:

- Patron registration files. Information included in printed and automated patron registration files is confidential. It is not available for distribution nor should it be discussed with other patrons. It should be discussed with other staff only as it relates to the Library's business.
- Circulation records. Information regarding materials used by a patron is confidential. It is not available for distribution nor should it be discussed with other patrons. It should be discussed with other staff only as it relates to Library business. The parent or legal guardian of a child under 18 may receive information concerning charged materials with appropriate identification.
- Verbal transactions. Reference transactions and other verbal exchanges between staff and patrons are confidential and not to be related or discussed except as related to the Library's business.

Registration and circulation records shall not be available to any agency of state, federal, or local government except pursuant to process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, and local law relating to civil, criminal, or administrative discovery procedure of legislative investigative power. Such requests to release patron information will be forwarded to the Director immediately. Written documentation of all requests to release patron information is required.

Warrants are immediately executable and staff should comply with law enforcement personnel in their execution. The Director will be notified whenever a warrant is used to gain access to patron information. A copy of the warrant will be retained by staff, then delivered to the Director.