



City of Tualatin

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LIBRARY POLICY

TO: All Library Staff
FROM: Library Manager
SUBJECT: Confidentiality of Library Circulation Records
DATE: December 21, 2004

PURPOSE OF POLICY: To maintain the confidentiality of information in the library's records.

FACTS: Oregon Revised Statutes 192.502 (22) allows library records, including circulation records, to be exempted from the Public Records Law. This means the library is permitted to either disclose or not disclosure circulation records.

The American Library Association's Code of Ethics states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

POLICY:

- A. Circulation and registration records of library users are not disclosed to anyone except the customer or someone who can produce the customer's library card number and some other information to show either their relationship to the customer or permission to access the customer's card and record.
- B. Only a library employee working within the scope of his or her duties may use library records.
- C. Circulation records of minor children may be disclosed to parents and guardians with the child's library card or card number.
- D. Only the Library Manager or his designee may release circulation and registration records and only if a court order in proper form has been entered by a court of competent jurisdiction after a showing of cause by the law enforcement agency or person seeking records.

Approved by Tualatin Public Library Advisory Committee January 4, 2005.