



LIBRARY POLICY

CITY OF TUALATIN

CONFIDENTIALITY OF LIBRARY RECORDS

POLICY: Tualatin Library recognizes that library users have the right to confidentiality and privacy with respect to information in the library's records.

BACKGROUND: Oregon Revised Statutes 192.355 (23) allow library records, including circulation records, to be exempted from Public Records Law. This means that Tualatin Public Library is permitted to either disclose or not disclose circulation records, including address, phone number and email address.

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."

RULES: Circulation and registration records of library users are not disclosed to anyone except the patron or someone else who can produce the patron's library card number and/or some other information to show permission to access the patron's card information and circulation record.

Only a library employee or volunteer working within the scope of their duties may use library records. All library employees and volunteers working with patron records will be subject to city-issued background check before being allowed to work with patron records.

Circulation records of minor children may be disclosed to parents or the responsible adult listed in the account with the child's library card or card number.

Only the WCCLS Manager, Tualatin Library Director or 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 a law enforcement agency or person seeking records. The library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, and mailings.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee August 14, 2012; updated March 2019.