



**Policies and Procedures
Policy 0023**

Confidentiality of Library Patron Information

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| Date of Origin: November 20, 2003 | Approved By: Library Director & Library Board |
| Date(s) of Revision: April 17, 2014 | Date(s) of Review: |

The purpose of this policy is to ensure confidentiality of patron information in the Stevens County Rural Library District.

It is the policy of the Stevens County Rural Library District to protect the privacy of those who use the Library. Staff members and volunteers shall protect information about Library patrons, their requests for information and materials, the online sites and resources they access, and their loan transactions, and shall not transmit such information to individuals, or to any private or public agency without an order from a court of competent jurisdiction, or as otherwise required by law, except as described below.

A patron 17 years or older may indicate, in the system, which party or parties can act on his or her behalf regarding library services by sending his or her library card with another party. For a person to act as a proxy for a patron, the patron must notify staff. Staff shall add the proxy's name to the patron's record. Information regarding the use of a card issued to a youth will be released to the "responsible party" identified when the card was issued.

The Stevens County Rural Library District keeps the minimum number of records necessary for maintaining operations.