

**Baxter County Library**  
**CONFIDENTIALITY OF LIBRARY PATRON RECORDS**

Baxter County Library's policy is to preserve the privacy of its patrons' circulation, borrower registration, and usage records and to treat them with confidentiality. These records include, but are not limited to, patron registration data, circulation records, overdue and reserve records, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her Library card, and presentation of the card permits access to information about the borrower's current circulation record.

The Library has no control over any data that a Library computer user sends to another computer server during an Internet session. Transactions are erased at logoff; however, data can remain on the hard drive and confidentiality of this data cannot be assured.

No patron information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the Library administrator; however, records may be released without a court order to law enforcement officers in an emergency situation solely to identify a suspect, victim, or witness to a crime.

Nothing in this policy shall prevent authorized Library personnel from using Library records in the administration of their regular duties. Staff will not disclose personal information collected from patrons to any other party except where required by law or to fulfill service requests.

Library resources and services may not be used to conduct illegal activities. Nothing in this policy prevents the Library from exercising its right to enforce the approved rules of behavior, to protect its facilities, computer network, and equipment from harm, or to prevent the use of Library facilities and equipment for illegal purposes.

Any employee or volunteer who discloses information in violation of this policy is subject to disciplinary action.

Adopted by the Baxter County Library Board  
May 21, 2010

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Deborah A. Knox, Chair