

## **PATRON CONFIDENTIALITY**

The library shall gather and keep the minimum amount of data needed to perform library operations. All data collected on individuals is considered private and may not be disclosed. Confidentiality extends to database search records, computer use records and all other personal uses of Library materials. Staff shall not access any information about any library use for any purpose except that related to the transaction of library business.

Materials reserved may be released to a family member or other persons picking up the material on behalf of the patron. If the person picking up the materials is not a family member, they must have the card of the patron who has requested the materials. If they do not have the card of the requesting patron, the material will be check out to the patron picking up the materials. Any patron may request that their materials only be released to them personally.

Recommended by Library Board \_\_\_\_\_ 11-9-15 \_\_\_\_\_

Approved by City Council \_\_\_\_\_ 12-15-15 \_\_\_\_\_