

#### IV. Services and Operations Policy

### F. 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 for any reason except pursuant to a court order. Confidentiality extends to database search records, computer use records, and all other personally identifiable uses of Library materials, programs or services. Any inquiry about library use will be treated as an invasion of patron privacy. Staff may 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 person who resides with a patron, picking up the material on behalf of the patron. A patron may request that reserved materials only be released to them personally.

Approved 1/14/2015