

## **Confidentiality of User Records**

Library records identifying the name of library users with specific materials or subjects are private in nature. All library employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administration discovery procedures or legislative investigatory power. The library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

In accordance with Minnesota Statute §13.40, subd 2, the following data is private and may not be disclosed for other than library purposes except pursuant to a court order:

1. Data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or
2. Data in applications for borrower cards, other than the name of the borrower. Exceptions may be made under the following circumstances:
  1. Private data may be disclosed to a parent or guardian of a minor or incapacitated person. In the case of a minor, the library shall, upon request by the minor, withhold data from parents or guardians if the library determines that withholding the data would be in the best interest of the minor. (Minnesota Statutes §13.02, subd. 8 & 12)
  2. Items on hold for patrons may be released to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron. (Minnesota Statutes §13.40, subd. 2(b))

All data requests will be directed to the Responsible Authority at City Hall.

Staff must immediately ask for identification if they are approached by an agent or officer for library records and will notify the Library Director that a law enforcement request has been made.

It is the responsibility of the Library patron to safe guard their personal privacy by reporting lost or stolen library cards.