

BRIGHAM CITY LIBRARY

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

- A. Circulation records and other records identifying the names of library users with specific materials are confidential in nature. (See also *ALA Code of Ethics*, Article III, “We protect each library user’s right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted” and *Privacy: An Interpretation of the Library Bill of Rights*.)
- B. Librarians and library employees are advised that such records shall not be made available to any person other than the user or 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 administrative discovery procedures or legislative investigatory power.
- C. The Library shall resist the issuance of any such process, order, or subpoena until such a time as a proper showing of good cause has been made in a court of competent jurisdiction.
- D. Upon receipt of such process, order or subpoena, the library's officers will consult city attorneys to ascertain if the process, order or subpoena is in a proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, the Library will insist that such defects be cured.

Adopted by the Intellectual Freedom Committee, December 1970

Revised: 10/18/73

Approved by the Brigham City Library Board July 17, 1996.

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