



Mediapolis Public Library Confidentiality Policy

Adopted by the Mediapolis Public Library Board of Trustees

September 9, 2004

Reviewed March, 2006

Reviewed September, 2008

Reviewed October, 2010

Reviewed November, 2013

Reviewed October, 2016

Reviewed February, 2019

Reviewed March, 2023

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. The purpose of this policy is to explain how the Library will respond to requests for information about library users.

The Mediapolis Public Library Board of Trustees recognizes that library circulation records and other records identifying specific users are confidential in nature. No individual except authorized library staff shall have access to patron records other than his or her own without the cardholder's consent.

- The library interprets possession of a card (or card number in a phone request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- Long overdue library accounts may be revealed to parents of minor children, a collection agency, or law enforcement personnel.

Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired and includes Internet and electronic resource search records; reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials or services.

- Contact information may be made public for displays and meetings is provided by the user and is considered public information.
- Persons attending library programs or public meetings may be videotaped or photographed as an audience member.

Except as noted, at no time will the Library Director, who serves as custodian of the records, release protected records except under Court order. Furthermore, the Library Board of Trustees 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.