

## Confidentiality

It is the policy of the James L. Hamner Public Library that circulation records and other records identifying the names of library users with specific materials are confidential. Such records shall not be made available to any agency of state, federal, or local government or any individual 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 investigative power. Upon receipt of any process, order, or subpoena seeking library records, the Library Director and the County Attorney of Amelia shall determine if such process, order, or subpoena is in proper legal form.

Library personnel shall not disclose the library's circulation records and their contents as pertaining to individual patrons, the library's patron records and their contents, the number or character of questions asked by a patron, the frequency of a patron's visits to the library, or a patron's name, address, telephone number, or other contact information to any other individual, corporation, institution, government agent, or agency except as provided in the first paragraph or to parents of children under the age of 14.

Please note that all circulation records only contain what materials are currently checked out and what fines and fees are attached to the record. No historical information is kept regarding what someone has borrowed from the library, unless the patron has requested in writing that this historical information be kept.

Any problems or conditions relating to the privacy of a citizen or patron through the records of the James L. Hamner Public Library which are not provided for in this policy statement shall be referred to the Library Director, who upon proper study of the issues and in consultation with the County Attorney and the Board of Trustees, shall determine the response to the request.