

## **CONFIDENTIALITY OF LIBRARY PATRON RECORDS LIBRARY POLICY**

The Kitsap Regional Library Board of Trustees hereby affirms the policy that patron records and other records identifying the names of library patrons with specific materials or electronic access are confidential in nature. 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 administrative discovery procedures or legislative investigatory power. The Library Officers shall 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. ([RCW 42.56.310](#))

Confidentiality extends to information sought or received and materials consulted, borrowed or acquired, including database search records, reference interviews, patron records, interlibrary loan records and other personally identifiable uses of library materials, facilities and services.

Furthermore, these records shall also be regarded as confidential by library employees. The records of library patrons shall only be accessed or altered, when the patron requests access to or updating of, the information or when access to the record is essential for library business.

Kitsap Regional Library reserves the right to use demographic and transaction type information to best serve patrons. This may include providing information to specific contracted vendors with which Kitsap Regional Library does business.