

## **Confidentiality of Patron Borrowing Records**

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### **Administrative Policy:**

All outside requests for access to patron registration or circulation records will be referred to the Branch Director and the Administrator. The Coffey County Library will not retain a patron's circulation records beyond their use for circulation or control purposes.

### **Open Records Law:**

Patron registration and circulation records are exempt from the open records law (K.S.A. 45-221(23)) and will only be released by the administrator or her designee upon the receipt of a valid court order or when authorized under Federal, State, or local law.

Library staff will not disclose library patron's use of the library with regard to information sought or received, except pursuant to a valid court order or when authorized under Federal, State or local law.

### **Patriot Act:**

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) became law on October 26, 2001. Under provisions of the act, the Federal Bureau of Investigations (FBI) and law enforcement officials may seek court orders for Library records for investigations relevant to national security or terrorism. Libraries or librarians served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Patrons cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI

investigations.

**Juvenile Records:**

Parents or legal guardians of children under 18 years of age, upon presentation of proper identification, may obtain the current status of their child's circulation record or withdraw their authorization for the child's library card.

Patrons who disclose their barcode and personal identification number to other individuals give authorization to access their registration records or circulation records.