



# BOARD POLICIES

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## **Confidentiality**

Category: Operational

Approved: September 27, 2000

Revised: May 25, 2005

Patron personal information and individual circulation records are confidential. For the purpose of reporting, studying and evaluating the use of library materials, Rocky River Public Library maintains general information about circulation. The library keeps records of the materials patrons have borrowed only while they are checked out on a patron's library card or the patron owes fines or fees.

Patrons have the right to review their own records and those of their children. Patrons may give written consent to allow others to review their records.

It is the policy of Rocky River Public Library that no patron personal information, circulation information or patron information requests will be made available to any city, state or federal agency, or to any person not on the library staff, except as required by legal process, order or subpoena authorized by city, state or federal law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.