

CONFIDENTIALITY POLICY

- A. The law protects the confidentiality of your library records (RCW 42.17.260 and RCW 42.17.310 (1a)). In compliance with the law, it is the policy of the Ocean Shores Library to safeguard your right to privacy in selecting library materials. Our policies and procedures are designed to assure that no one can find out what library materials another patron is using. For example, a spouse cannot find out whether their partner is reading about divorce, or a parent cannot find out that their child is reading about drug addiction.**
- B. All librarians, library employees, city employees and volunteers are advised that any record containing information concerning a patron's circulation records shall not be available to any other individual, or to any government agency unless a court of competent jurisdiction has issued an order to release the record after appropriate court proceedings.**
- C. Circulation records will be maintained only as long as necessary and then destroyed.**
- D. Information cannot be given over the telephone when it is impossible to determine the identity of the caller. A caller may be told that they have overdue books, but not the title of the books.**
- E. Overdue notices will be sent in sealed envelopes.**
- F. Parents may be given information concerning the number and value of books a child has checked out on the child's card, but titles may not be disclosed. Any materials checked out by a child on a parent's card may be disclosed to the parent.**
- G. In case of group cards, all parties named on the card application shall have access to information about materials circulating on that card.**
- H. Patrons are responsible for all materials circulating on their card and should take care to safeguard access to their card. Under some circumstances library staff may**

ask a patron for information concerning their identity or to supply a photo id.

- I. With the prior approval of the Director of the Library:**
 - (i) Names and addresses may be extracted from patron records and files from time to time by the Ocean Shores Public Library and by no other agency, organization or foundation, for the sole purposes of conveying factual information, conducting patron surveys, notifying patrons of upcoming events in support of the Library, or to invite users to participate in or to monetarily support the Ocean Shores Public Library.**
 - (ii) As required by RCW 42.56.310, no information which discloses or could be used to disclose the identity of library users will be given to or used by any group other than the Ocean Shores Public Library.**
 - (iii) The Ocean Shores Public Library may accept funding for mailings from the Ocean Shores Friends of the Library.**

**Approved 20 March 2003; Provision I adopted 21 June 2007
Reviewed 15 January 2009**