

2.17 CONFIDENTIALITY OF LIBRARY RECORDS

Librarians must protect users' rights to privacy regarding information sought or received, materials consulted, borrowed, or acquired.

Therefore, records related to the circulation of library materials which contain the name or other personally identifying details regarding the users shall be confidential and shall not be made available to anyone except by process, order, or subpoena and 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 such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist such defects be corrected. The Library Director will keep members of the Board of Trustees informed of any such request in a timely manner.

Adopted by the Asotin County Library Board of Trustees, February 19, 2003.