

# PATTERSON LIBRARY

## CONFIDENTIALITY STATEMENT

In recognizing the library's position of special trust with members of the public, Patterson Library wishes to clarify their policy and responsibility with regard to confidential patron information (and patron use of library resources) that comes to the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library is essentially a private endeavor on the part of each individual patron, the library shall make every reasonable and responsible effort to see that information about the patron and his choices remains confidential. For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities and is contrary to the ALA Library Bill of Rights and the Freedom to Read Statement.

Therefore, Patterson Library has adopted guidelines concerning the disclosure of information about library patrons. The following information regarding and/or including shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency without a valid process order or subpoena. Upon presentation of such a process order or subpoena, the library shall resist its enforcement until such a time as proper showing of good cause has been made in court of competent jurisdiction:

1. A patron's name (or whether an individual is a registered borrower or has been a patron).
2. A patron's address.
3. A patron's telephone number.
4. The library's circulation records and their contents.
5. The number or character of questions asked by patrons.
6. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it).

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The library recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld, can the public maintain its confidence in the public library. It is this confidence that is vital to the library's role in the community and the community's right to know.