

CITY OF CORVALLIS

ADMINISTRATIVE POLICY MANUAL

POLICY AREA 1 - GENERAL ADMINISTRATIVE

AP 2000-1.07 Confidentiality of Library Records

Adopted **August 4, 2000**

Revised February 2004

Revised August 2007

Revised September 2011

Revised September 2014

1.07.010 Purpose of Policy

The mission of the Corvallis-Benton County Public Library is "Bringing People and Information Together." To protect each individual's privacy in use of library services, the Library has adopted the following policy regarding the confidentiality of records of registered Library patrons.

1.07.020 Underlying Considerations

1.07.021 The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. Confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

1.07.022 Oregon State law recognizes the Corvallis-Benton County Public Library as a public body subject to the Public Records Law. However, Oregon Revised Statutes (ORS) 192.502.22 provides the following exemption from disclosure of library public records:

"The records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with the address, electronic mail address, or phone number, of the patron."

1.07.030 Policy

In accordance with the Underlying Considerations cited above, the Corvallis-Benton County Public Library adopts the following Policy.

1.07.031 User records of the Corvallis-Benton County Public Library showing 1) use of specific library materials consulted, borrowed, acquired, or transmitted, by a named person, or 2) consisting of the name of a Library patron together with the person's address, electronic mail address, or telephone number, or both, are exempt from disclosure. However, upon issuance of a court order, the Library may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the Library may or may not be allowed to disclose to the patron or anyone else that the records were released.

1.07.032 These records include, but are not limited to:

- a. Circulation records;
- b. Borrower registration records; and
- c. Records created to facilitate access to and/or use of library information, materials, and services

1.07.033 The Corvallis-Benton County Public Library reserves the right to use library records for administrative and safety purposes, such as recovering overdue materials, payment for lost items, customer surveys, administrative mailings, or assisting in the investigation of crimes committed at the Library. The Library does not allow use of library records for fund-raising or political purposes.

1.07.040 Review and Update

The Library Director will prepare the Administrative Policy review every three years for City Manager Approval.

Reviewed and concur:



Nancy Brewer, City Manager *Pro Tem*

10/1/14

Date