

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: CONFIDENTIALITY OF PATRON RECORDS

Purpose: To protect the privacy and confidentiality of patron records.

Procedure:

1. The Ottumwa Public Library will not retain a patron's records beyond their use for circulation and control purposes.
2. Current patron charge records will not be made public except pursuant to a valid order or subpoena authorized under federal, state, or local law.
3. All inquiries regarding access to patron charge records will be referred to the Library Director and no records may be made public without his/her approval.

Date Revised: 10 August 2009

By: Ottumwa Public Library Board of Trustees