

## **LIBRARY RECORDS CONFIDENTIALITY POLICY**

The Dudley-Tucker Library supports and adheres to the ALA Policy on confidentiality of Library Records.

All library records which identify patrons by name are strictly confidential. Such records will not be made available to any individual or to any agency of local, state, or federal government, except with the explicit permission of the patron in question or pursuant to a subpoena or court order.

Upon receipt of such process, order or subpoena, the library's Trustees will consult with their 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 proper form or if good cause has not been shown, they will insist that such defects be cured.

This policy is explicitly supported by the ALA'S Bill of Rights. It applies to all library records, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan materials, reference questions, requests for photocopies, title reserve requests, or the use of audio-visual materials.

Adopted 10/4/94