

## **Sulphur Springs Public Library's Policy on Confidentiality of Library User Records**

### **Confidentiality of Library User Records**

The Sulphur Springs Public Library supports every user's right to have his or her library records remain confidential. Library records include user registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific user to specific materials or services used. Each user has individual control over their specific materials or services used. Each user has individual control over their borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Transaction history data is ephemeral and patron history data may remain accessible to library for an indefinite period of time as dictated by the library director, whereby it is no longer needed for library administration purposes, and thus, will be expunged.

In compliance with Texas Government Code Section 552.122(24) and 552.123 (West 1994). Amendment by Acts 1993, 73<sup>rd</sup> Legislative Session 1:347, Section 8.30: "no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to library director.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. By separate action, the Sulphur Springs Public Library has endorsed the recommendations of the American Library Association's Policy on Confidentiality of Library Records and the Texas Library Association Statement on Intellectual Freedom.