

## **Sulphur Springs Public Library Policy on Confidentiality of Library Records**

The Council of the American Library Association strongly recommends that the responsible officers of each library, corporative system and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature. \*
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
3. Resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. \*\*

\*Note: See also ALA Code of Ethics, point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and materials consulted, borrowed acquired or transmitted."

\*\*Note: Point III above means that upon receipt of such process, order or subpoena, the library's officers 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 not in proper form or if good cause has not been shown, they will insist that such defects be cured.

*Adopted January 20, 1974; revised July 2, 1986, by the ALA Council.*