



Patron Confidentiality Policy

The Stillwater Public Library and Oklahoma State Statutes protect the privacy of library users. Confidentiality extends to information sought or received; circulation records; database search records; reference interviews; interlibrary loan records; registration records; and all other personally identifiable uses of library materials, facilities, programs or services including the frequency or nature of a patron's visit to the library.

Patron records will not be made available to any individual, group, or law enforcement agency without a valid court order, subpoena, or search warrant issued by a court of competent jurisdiction and presented to the Library Director or his/her designee. The Library Director will contact the City Attorney's office whenever a court order, subpoena or search warrant is received.

All employees, board members, and volunteers of the Stillwater Public Library must comply with this policy.

Names of patrons may be disclosed to another library for the purpose of borrowing materials for the patron through interlibrary loan services.

Any patron who wishes to release information to another individual with regards to materials on reserve must complete a "Release of Information Form" available at the Circulation Desk.

The Stillwater Public Library fully supports the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, *Statement on Labeling*, and *Intellectual Freedom Statement*. (See Collection Development Policy to view these statements).

Approved by the Library Board 4/22/03

Revised 4/27/04; 1/26/10

Re-affirmed 12/27/05