

## 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" (see appendix A).

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  
Reaffirmed 12/27/05

**Appendix A**

**Release of Information Form**

Oklahoma Statute Title 65 Section 1-105 Disclosure of Records

A Any library which is whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

- 1 Persons acting within the scope of their duties in the administration of the library.
- 2 Persons authorized to inspect such records, in writing, by the individual or group; or
- 3 By order of a court of law.

B The requirements of this section shall not prohibit middle and elementary school libraries from maintaining a system of records that identifies the individual or group to whom library materials have been loaned even if such system permits a determination, independent of any disclosure of such information by the library, that documents or materials have been loaned to an individual or group.

I, \_\_\_\_\_ (please print your name) understand the statute listed above. I hereby give my permission, in writing, for the staff of the Stillwater Public Library to release the titles of any reserved materials on my account in the following manner(s):

Messages left on my home answering machine and with any person answering my home telephone.

Messages sent to the following email address: \_\_\_\_\_

Material pick-up on my behalf by: \_\_\_\_\_

**Identification will be required at time of pick-up**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff use-

- \_\_\_ Note in Account
- \_\_\_ (R) in front of phone/e-mail address
- \_\_\_ E-mail address entered for phone if requested

Revised 8/5/02; 9/16/03; 1/27/04

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date