



## **Patron Confidentiality Policy**

Oklahoma State Statute 65 O.S. §1-105- Disclosure of Records protects the confidentiality of library records. Library records cannot be disclosed to anyone except:

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.

Confidentiality extends to information sought or received; circulation records; database search records; reference interviews; interlibrary loan records; and computer uses.

All registration information of minors collected will not be disclosed except for those exceptions noted above. Any suspicious requests for records of minors that may be indicative of criminal intent shall be reported immediately to the appropriate law enforcement agency.

Library 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.

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.

Library records not protected under Statute 65 O.S. §1-105 fall under Oklahoma State Statute 25 O.S. §301, et seq.,- Open Records Act and must be disclosed in accordance with that statute upon written request to the City Clerk's office.

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

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved by the Library Board 4/22/03  
Revised 4/27/04; 1/26/10; 8/28/12; 5/28/13  
Re-affirmed 12/27/05; 3/27/18