

## **East Bonner County Free Library District**

### **CONFIDENTIALITY OF LIBRARY RECORDS POLICY**

It is the policy of the Library District to protect the confidentiality of library records relating to individual patrons as affirmed in the Idaho Public Records Act in Chapter 1, Title 74 of the Idaho Code.

It is the responsibility of the Library District to protect the privacy of any borrower who uses the District's libraries. It is the District's policy to not make inquiry into the purposes for which any patron requests information, books, or other materials, except insofar as the District may be helpful to such patrons in finding what is needed. The District will not yield any information about its users or their library use to individuals or to any private or public agency, whether local, state or federal, without an order from a court of competent jurisdiction. If a crime is reported to have occurred on library property, and relevant surveillance video is available, that footage may be provided to law enforcement.

#### **Procedure**

1. In accordance with the Public Records Act, if any person or organization makes a request to examine or copy any circulation or other related patron records, the Library District's administrator shall respond to the request within three (3) working days. The district shall deny the request in writing, and the denial must state that the District's attorney has reviewed the request or state the District has chosen not to consult an attorney. The notice of denial must indicate the statutory authority for the denial and indicate the person's right to appeal the denial and the time period for doing so. The sole remedy to a denial of a person or organization's request for disclosure of information is to institute proceedings in district court.

2. If the Library District receives a subpoena or court order for records from a court of competent jurisdiction, the administrator shall immediately notify the board and the District's attorney. A special Board meeting shall be called in order to respond to the order or subpoena in a timely manner if the subpoena or order does not fit within the timeframe of the upcoming regular meeting. The Board, following advice from legal counsel, may move to modify or quash the order or subpoena as appropriate in order to insure a good faith effort to protect the privacy of its user records. At any regular or special meeting in which patron names or records will be disclosed, the Board will go into executive session as authorized by Idaho Code, Section 74-206 of the Open Meetings Law.

3. Information gathered about patrons shall be limited to that which is absolutely necessary in order to assist in retrieving borrowed materials.
4. Information concerning unreturned or overdue library materials checked out by individuals may be divulged to the extent necessary in order to enable the library to recover such materials.

East Bonner County Library  
Board of Trustees  
Adopted 11/5/90  
Revised 02/02/1995  
Revised & Reaffirmed 04/14/2014  
Reaffirmed 08-12-2019  
Board of Trustees  
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