

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **CONFIDENTIALITY OF PATRON RECORDS**

Purpose: To protect the privacy and confidentiality of patron records.

Procedure:

1. The Ottumwa Public Library will not retain a patron's records beyond their use for circulation purposes.
2. Patron account information will not be made public except pursuant to a valid order or subpoena authorized under federal, state, or local law.
3. All inquiries regarding access to patron account information will be referred to the Library Director and no records may be made public without his/her approval.

Date Revised: 10 August 2009

Date Revised: 10 September 2012

Date Revised: 12 January 2015

Date Revised 11 June 2018

Date Revised: 14 June 2021

Date Revised 11 March 2024

By: Ottumwa Public Library Board of Trustees