

CONFIDENTIALITY OF CIRCULATION RECORDS

1. The circulation records of Neill Public Library are confidential regardless of source of inquiry.
2. Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be required by law.
3. Upon receipt of such process, order or subpoena, consultation shall be made with the legal officer assigned to the library to determine if such process, order, or subpoena is in proper legal form and if there is a showing of good cause for its issuance.
4. If the process, order, or subpoena is not in proper form, insistence shall be made that such defects be corrected before any records are released. If good cause has not been shown, no records shall be released. If the choice is to not respond to the request, the Library Board of Trustees shall notify the requester immediately.
5. Any threats or unauthorized demands, (ie., those not supported by a process, order, or subpoena) concerning circulation records shall be reported to the Neill Public Library Board of Trustees and the City Attorney.
6. No records shall be released under the provisions of this policy by any library employee other than the City Librarian or, in the event of the City Librarian's extended absence, records may be released under provisions of this policy by the employee designated as in charge.

Adopted 5/7/81

Neill Public Library Board of Trustees

Roberta R. Armstrong
(Chair)

Irene M^cAllister

Mary Ann Boehmke

Richard H. Burang