

KITSAP REGIONAL LIBRARY
CONFIDENTIALITY OF LIBRARY USER RECORDS POLICY

The Kitsap Regional Library Board of Trustees hereby affirms the policy that circulation records and other records identifying the names of library users with specific materials or electronic access are confidential in nature. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. The Library Officers shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. (Revised Code of Washington 42.17.310)

Confidentiality extends to information sought or received, and materials consulted, borrowed, or acquired, and includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, and services.

Furthermore, these records shall also be regarded as confidential by library employees. The library records of library users shall only be accessed, or altered, when the user requests access to, or up-dating of, the information or when access to the record is essential for library business. Library employees will face disciplinary action if they violate this policy.¹

¹ *Original policy was adopted by the Kitsap Regional Library Board of Trustees on June 9, 1975. The revision of the policy was approved on second reading by the Kitsap Regional Library Board of Trustees on September 17, 1996.*