

All records concerning library users are confidential. These records will not be made available to any agency of state, federal, or local government or any other person until a court of competent jurisdiction has entered a valid court order requiring disclosure or if the request is made pursuant to the U.S. PATRIOT Act (Public Law 107-56). All requests for such information must be referred to the director or his/her designee.

Library records are defined as records in any form that are maintained by the library and that contain any of the following types of information:

- Information that an individual is required to provide in order to be eligible to use library services or borrow materials.
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Information that does not identify an individual and that is retained for the purpose of studying or evaluating the use of the library is not considered confidential and is not subject to this policy.

Exceptions to this policy are the records of minor children when requested by parents, guardians, or legal custodians in a written request.

Reviewed and reaffirmed by the Chattahoochee Valley Libraries Board on January 21, 2010
Last Reviewed: 1/20/2011