

## **CONFIDENTIALITY OF LIBRARY RECORDS (adopted by ACLA Board of Directors 7/2012)**

The Library respects patrons' right to privacy. Oregon law allows library staff to refuse requests to disclose patron information. Information gathered about patrons shall be limited to that which is absolutely necessary to retrieve borrowed materials and to refer delinquent patrons to a collection agency.

Neither staff members nor volunteers of the Aloha Community Library shall divulge information that identifies patrons with library materials borrowed. Requests for disclosure of patron and/or circulation records received by court order or by a law enforcement agency shall be referred to the Board President.

At the point when items become overdue, records pertaining to those items will become open to the person financially responsible for payment of monies owing.

Normally public computers within the Library do not save any evidence of a user's session. All files created or modified and all Internet cache is discarded at least daily. The purpose of this policy is to assure Aloha Community Library patrons -- past, present, and future -- that they can pursue their quest for information unfettered by concern that their privacy will be unconstitutionally abridged.