

<b>Taylor Public Library</b>	Approved by Library Board: Oct. 8, 2019 Approved by City Council: Nov. 14, 2019	
<b>Confidentiality Policy</b>	Revised:	Page 1 of 2

## Principles and Objectives

1. Purpose. Taylor Public Library patrons have the legal right to privacy in use of library resources.
2. Rights. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." Use of the library's public computers are likewise confidential and fall under the same protection.
3. Individual Responsibility. By default the library does not maintain prior reading lists on patron accounts. A patron may enable this feature on their account by themselves or by making a request to library staff. Library card holders are responsible for the use of their card, as presentation of a library card assumes permission.
4. Library Responsibility. The library follows retention record requirements in regards to material containing confidential patron information. Library staff will follow proper procedures to protect library user confidentiality.

## Legal Compliance

In accordance with Texas Government Code Section 552.124 of the Public Information Act addressing records of a library or library system, Taylor Public Library protects the privacy of library patrons by prohibiting access to patron information by third parties. Information about library materials on loan, reserve, or used in the library, as well as personal information is restricted to the cardholder and will not be disclosed to a third party except:

- As reasonably necessary for the operation of the library;
- To persons authorized in writing by an adult patron and in possession of that patron's library card; or
- To a law enforcement agency or a prosecutor under a warrant, court order or subpoena in accordance with Texas Government Code Section 552.124.

- Under a valid search warrant as provided under the provisions of the U.S.A. Patriot Act.

The Library Director is responsible for handling such requests with consultation from the City Attorney.

### **Activity Not Protected**

Library patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce **The Code of Conduct**. Staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers and the network.

The library may electronically monitor computers and external access to its network and reserves the right to do so when a violation of **The Computer & Internet Policy**, laws or other library policy is suspected.

### **Texas Statutes Section 552-124 Exception: Records of Library or Library System.**

(a) A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of Section 552-021 unless the record is disclosed:

- (1) Because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law.
- (2) Under Section 552-023; or
- (3) to a law enforcement agency or a prosecutor under a court order or subpoena obtained after a showing to a district court that:
  - (A) Disclosure of the record is necessary to protect the public safety; or
  - (B) The record is evidence of an offense or constitutes evidence that a particular person committed an offense.

(b) A record of a library or library system that is excepted from required disclosure under this section is confidential.