



# LIBRARY POLICY

## CONFIDENTIALITY OF LIBRARY RECORDS

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**POLICY:** Tualatin Library recognizes that library users have the right to confidentiality and privacy with respect to information in the library's records.

**BACKGROUND:** Oregon Revised Statutes 192.355 (23) allow library records, including circulation records, to be exempted from the Public Records Law. This means that Tualatin Public Library is permitted to either disclose or not disclose circulation records, including address, phone number, and email address.

The American Library Association's [Code of Ethics](#), which the Tualatin Public Library has adopted, states: "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."

### **RULES:**

Washington County Cooperative Library Services (WCCLS) is the custodian of WCCLS library records, including patron registration, checked out or held items, financial account history, and reading history, and confidentiality of this information is covered by the [WCCLS Privacy Statement](#).

Account access will be allowed as per [WCCLS Circulation Policy](#), including information and identification required for full or limited account access.

Only a library employee working within the scope of their duties may access library records. All library employees working with patron records will be subject to a city-issued background check before being allowed to work with patron records.

Circulation records of minor children may be disclosed to only parents or the responsible adult listed in the account with the child's library card and ID matching information in the account.

Access to circulation and registration records by law enforcement or third party vendors is covered by WCCLS policy. Tualatin Library staff may not authorize release of these records.

Tualatin Library may also collect information for operational purposes such as program registration or related to use of equipment. Tualatin Library reserves the right to use

library records for administrative purposes, such as recovering overdue or lost materials, payment for lost items, and communications about the library. Tualatin Library will keep library information confidential and will not sell, license, or disclose it to any third party, except those parties WCCLS has contracted with or if disclosure is required by law.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee August 14, 2012; updated March 2019; updated January 2025.

**PROCEDURES:**

The library staff member receiving any request to examine or obtain information relating to library records or other records identifying the names of library users will immediately refer the person making the request to the Library Director, who shall explain the Confidentiality of Library Records Policy.

The Library Director, upon receipt of such a process, order or subpoena shall consult with the City Attorney and WCCLS Manager (in the case of WCCLS-owned records) or other appropriate legal officer to determine if the document is in good form and if there is a showing of good cause of its issuance.

Depending on the data requested, the Library Director, with permission of the City Attorney, may pass the request on to the WCCLS Manager and/or County Counsel for further consideration or to fulfill the request.

Any threats or unauthorized demands (i.e. those not supported by a process, order or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Library Director or Manager.