

The Emmet O'Neal Library

Confidentiality of Library Records Policy

THE EMMET O'NEAL LIBRARY BOARD POLICY

Confidentiality of Library Records

The Code of Alabama (41-8-10), reads in part: "The registration and circulation records and information concerning the use of the public...libraries of this state shall be confidential. Registration and circulation records shall not be open for inspection by, or otherwise available to, any agency or individual except for the following entities: (a) the library which manages the records; (b) the state education department for a library under its jurisdiction...; or (c) the state public library service for a library under its jurisdiction.... Provided however, any parent of a minor child shall have the right to inspect the registration and circulation records of any school or public library that pertain to his or her child."

The law further states, that "As used... the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information which identifies the patrons utilizing particular books and any other library materials in medium or format."

In conforming to this law it is the policy of the Emmet O'Neal Library Board that no information may be released regarding Library users, or their reading material.

Specifically, the staff may not supply any information regarding a Library member (e.g. full name, address, place of employment, driver's license number, social security number, phone number, etc.)

The staff may not supply any information regarding the use of Library material (e.g. who has read a particular book, who has a particular book now, a list of material used by any Library patron, the type or subject of books used by any Library patron).

Registration and circulation records may be released only through legal process, and then only by the Director or Assistant Director of the Library.

Adopted 11/29/88