

Confidentiality of Library Records

Approved December 2019

Consistent with RCW 42.56.050, 42.56.210 and 42.56.310, it is the policy of Liberty Lake Municipal Library (LLML) that any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from public inspection and copying. These records are considered confidential and protected by the right of privacy established by the Constitution of the United States and the Constitution and laws of the State of Washington.

For the purpose of this policy, such confidential records include but are not limited to: registration records, circulation records, reference interviews, materials request lists, database search records, financial information and computer booking records.

1. Information from the confidential records shall not be made available to any individual, organization, entity, or any agency of federal, state or local government except as pursuant to a valid court order or other applicable legal authority under applicable state or federal law.
2. Staff may use library accounts and the computer booking system to provide patron information to the police for the purpose of implementing a LLML-initiated trespass or to pursue legal action.
3. Information from customer files may be used for research purposes, customer notifications, providing information regarding library programs and services, and other efforts which enhance library services to meet community and customer needs.
4. The LLML Foundation may use names and addresses (both residential and electronic) of adult library patrons (age 18 and older) for the purpose of notifying patrons of upcoming events or to invite patrons to monetarily support LLML Foundation activities.
5. The Library Director is responsible for establishing administrative procedures necessary to carry out this policy.

While library records are confidential in nature:

1. Any patron is entitled to his or her own library account information.
2. A parent or guardian may have access to a library account for minor children up to age 18 unless the minor is emancipated. This information will not be released without verification of card ownership/parental relationship.
3. Library facilities are public places and people entering a library facility have no expectation of privacy beyond the content of library records.