

**Title 2
Chapter 6**

**Services
Patron Privacy**

02-06-01 Patron Privacy

- a) All Lester Public Library circulation and other records which indicate the identity of library users, especially as they connect library users with material or services used, are private. This privacy extends to information sought or received; including library materials consulted or borrowed, database search records, reference interviews, circulation records, library card registration records and all other personally identifiable uses of library materials, facilities or services.
- b) Such information may not be disclosed, except to:
- Library staff acting within the scope of their duties for the library or library system.
 - An agency or individual or any local, state or federal government, pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power.
 - Persons authorized by the individual to inspect the individual's record.
 - A custodial parent or guardian who requests library records relating to the use of the library documents or other materials, resources, or services by the child under the age of 18 of the custodial parent or guardian.
 - If someone's life or safety is at risk, personal identification and contact information may be released to appropriate individuals or officials without a subpoena or court order.
 - Photos and videos that appear on the library's website may be gathered from public programs, events, and library spaces. Photos, images and videos submitted by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
- c) The library will comply with all federal, state and local laws governing the dissemination of personally identifiable information in its possession.

Approved May 11, 2004
(Revised and Board Approved 7/08/08)