

LANGLEY PUBLIC LIBRARY

LIBRARY POLICY NO. 107.0

SUBJECT: CONFIDENTIALITY OF PATRON INFORMATION

The Langley Public Library specifically recognizes that library records and patron information are confidential and with such recognition adheres to Oklahoma Statute Sec. 65-1-105. Library records are defined as a record in any form that is maintained by the Library and that contains any of the following types of information:

Information an individual is required to provide in order to be eligible to use Library services or borrow materials.

Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.

Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Oklahoma State Statutes, Sec. 65-1-105.

A. Disclosure of records. provides that any library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

B. The requirements of this section shall not prohibit middle and elementary school libraries from maintaining a system of records that identifies the individual or group to whom library materials have been loaned even if such system permits a determination, independent of any disclosure of such information by the library, that documents or materials have been loaned to an individual or group.

