

PRIVACY OF RECORD POLICY

All records in the Automated Circulation and Interloan System of the Lakeland Library Cooperative relating to patron registration and the subsequent circulation of materials to patrons are considered to be confidential in nature. **It is the policy of the Loutit District Library to preserve the confidentiality and privacy of the circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the Loutit District Library shall be released or disclosed only as provided for in this policy or as otherwise required by law.**

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except with the written consent of the persons identified in the record or under the written consent of the person identified in that record or under the written order of the director of the library receiving the process, order or subpoena. The director shall notify the Cooperative Administrator of such action in writing and shall consult with the director of any other library that might be involved.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the library director and the legal counsel of the governmental unit to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel, except under further due process of the law.

Any problems or conditions relating to the privacy of a patron through the records of the Lakeland Library Cooperative which are not provided in the policy statement shall be referred to the Cooperative Administrator, who, after study and consultation with the Cooperative Library Board and/or legal counsel, issues a written decision as to whether to heed the request for information.

Policy based on the Library Policy Act (P.A. of 1982) and the "Policy on Confidentiality of Library Records", adopted by the Council of the American Library Association, January 19, 1971; revised July 4, 1975 by the ALA Council.

Approved by the Loutit District Library Board of Trustees on February 12, 2002.

Burton Brooks, President

Gloria Klinger, Secretary