

POLICY MANUAL

Fallon County Library Baker MT

Library Records Confidentiality Policy

It is the policy of the Fallon County Library to protect our users' privacy. We believe that every citizen should have the freedom to use library materials without scrutiny by others. Montana law supports this policy in the Library Records Confidentiality Act, MCA 22-11-1010 through 22-11-1111. To protect our users' privacy, we therefore adopt the following procedures:

When a staff member receives a request for information about an individual's library record from another person, he or she cannot disclose this information.

If a staff member receives a court order, they shall inform the Library Director immediately. Upon receipt of the order, at the earliest possible time, the Library Director shall consult with the city or county attorney to determine its validity and follow the attorney's guidance.

If a staff member receives a request from a library user to disclose his or her library records to another person, the staff member will provide the user with a permission form. After the form is correctly completed, the staff member will release the library records to the person named on the form.

If disclosure of an individual's library records is necessary to collect fines or to secure overdue or stolen library materials, library staff may release library records upon the request of another person or as otherwise approved by the Library Director, but only to the extent necessary to collect the fines and secure the overdue or stolen materials.

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