



# CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Coos Bay Public Library respects and protects the confidentiality of patrons' registration and circulation records. Furthermore, these records are protected by Oregon State Law. Oregon State law recognizes Coos Bay Public Library as a public body subject to the Public Records Law; however, [ORS 192.355.23](#) provides the following exemption from disclosure of library public records:

The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person
- (b) The name of a library patron together with the address or telephone number of the patron
- (c) The electronic mail address of a patron.

The purpose of this policy is to affirm that the library recognizes these records as confidential. This policy serves as official notification to the public and library employees that such records shall not be made available to any agency of state, federal, or local government except as required by law.

In addition to the legal protections, Coos Bay Public Library extends confidentiality to patron information sought or received, materials consulted or borrowed, wired or transmitted, and includes database search records, reference interviews, public computer use, attendance at classes and events, interlibrary loan transactions and other records. Coos Bay Library works with all contracted technology and other vendors to ensure security and appropriate use of any personal identifiable information obtained through the vendor relationship.

Library employees may not access any information about patrons or their circulation records for any purpose except as it relates to the transaction of library business.

Coos Bay Public Library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys or other administrative mailings.

The Library does not allow use of library records for fundraising or political purposes.