

Stillwater Public Library  
Confidentiality of Library Records Policy

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## **Part I: Policy**

### **1. Purpose**

The Stillwater Public Library recognizes that library circulation records and other records identifying the names of library patrons are confidential in nature. This policy outlines the Library's commitment to protecting patron privacy and the procedures for handling requests for such records.

### **2. Policy Statement**

Library records that link a patron's name with materials requested, borrowed, or used are confidential. Such records shall not be disclosed except pursuant to a lawful court order or other legal mandate.

### **3. Procedures for Requests**

All requests for confidential library records must be referred to the Library Director.

If the Director is unavailable, the request must be forwarded to the President of the Board of Trustees.

Staff may not release any patron-identifying information without explicit authorization.

Upon receipt of a subpoena, warrant, or court order, the Director will verify its legal validity before complying.

The Director will notify the Board of Trustees of any legally mandated disclosures.

## Part II: Forms

### Request for Confidential Records Form

Name of Requester:

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Agency/Organization (if applicable):

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Contact Information:

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Records Requested:

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Purpose of Request:

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Legal Authority (if any):

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Signature:

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Date:

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