

## CONFIDENTIALITY OF PATRON RECORDS (2000-09-21)

Circulation records and other library records, which identify the names of library users with specific materials, are confidential in nature.

These records or any information from the records shall not be given to or made available to any individual or group or any agency of state, federal or local government except pursuant to

such court order of subpoena as may be issued under authority of federal, state or local law relating to civil, criminal or administrative discovery procedure or legislative investigatory power.

If any such order of subpoena is issued, it shall not be complied with until the Library's officers have consulted with their legal counsel to determine:

- a) if such documents are in proper form; and
- b) if there is showing of good cause for their issuance.

If the documents in question are not in proper form, and/or if good cause is not shown, the Library's officers will insist that any defects be cured before the requests are complied with.

In the following circumstances, in accordance with section 149.432 of the Ohio Revised Code,

the information will be provided without a court order of subpoena:

- a) a law enforcement officer who is acting in the scope of the officer's law enforcement duties and who is investigating a matter involving public safety in exigent circumstances.
- b) library record or patron information pertaining to a minor child requested from the minor child's parent, guardian, or custodian