

Confidentiality of Library Records Policy

1. All circulation records and other records identifying the names of library users with specific materials are confidential in nature and shall not be made available to any person with one exception as listed in 1a, or any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
 - a. A Morton-James Public Library member, in person, may request a list of the last 12 months of circulated materials on their account. This verbal request will constitute consent. A request for a list from another member's account will be denied including members of the same household.
2. Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper legal form and there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted November 9, 2016