

# Confidentiality Policy

## Shelby Community Library

Reviewed August 14, 2018

Approved September 11, 2018

1. Confidentiality is essential to protect the exercise of rights under the Constitution of the United States of America, the First and Fourth Amendments, United States code, the code of Nebraska, and the code of Ethics of the American Library Association.
2. It is the policy of the Shelby Community Library to maintain complete confidentiality of all library circulation records.
3. The library will not release registration, circulation or other records protected under the Nebraska Code unless it is required by law to release the information.
4. The lawful custodian of the records is the Director of the Library.

Approved November 2, 2010, Revised February 2, 2012, Approved May 8, 2012, Revised June 2, 2014  
Approved July 7, 2014,