

CONFIDENTIALITY POLICY

1. Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. The purpose of this policy is to explain how the Library will respond to requests for information about library users.
2. The Oxford Public Library Board of Trustees recognizes that library circulation records and other records identifying specific users are confidential in nature. No individual except authorized library staff shall have access to circulation or patron records other than his or her own without the cardholder's consent. The library interprets possession of a card (or card number in a phone or e-mail request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
3. Long overdue library accounts may be revealed to parents of minor children, a collection agency, or law enforcement personnel.
4. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired and includes Internet and electronic resource search records; reference transactions; circulation records; and other personally identifiable uses of library materials or services.
5. Contact information for displays and meetings is provided by the user and considered public information. Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including publication in newspapers, magazines, or on website.
6. At no time will the Library Director, who serves as custodian of the records, release protected records except pursuant to a process, subpoena, or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative, or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such a request for release of Library records, and will respond to the request according to advice of counsel.