

## LIBRARY CONFIDENTIALITY

Western Wyoming Community College Hay Library will protect as far as possible the privacy of any patron who uses the Library.

Adopted June 23, 1988  
Reformatted May 5, 2010  
Revised April 13, 2011

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Library policy supports intellectual freedom and the right to read without fear or censor or reprisal.

Library circulation and registration records which may be required in controlling the use of library material are for the sole purpose of protecting public property and such records are not to be used directly or indirectly to identify the kinds of materials used by individual library patrons, except insofar as the library may be helpful to such patron in finding what he/she wants.

A custodial parent or guardian upon proper identification may request to inspect the records of a minor child. Under no other circumstances shall staff of the Library ever answer to a third party about what a patron of the Library is reading or calling for from the collection. Such information is privileged and if divulged would be an invasion of the patron's privacy.

Further, the Library will never yield any information about its patrons or their reading to any government agency, whether local, state, or federal without an order from a court of competent jurisdiction. Any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding the search.

### Administering the Policy

Any staff member receiving a request to examine or obtain information relating to circulation or registration records shall immediately refer to the person making the request to the Director of Library Services or the acting Director.

The Director will explain the confidentiality policy to the inquirer and, if necessary, show the written copy of the policy and procedure.

All requests concerning circulation or registration records shall be reported to the Vice President for Student Learning.

### Receipt of Court Order or Subpoena

Upon receiving such a receipt, the Director shall consult the College attorney to determine if such an order or subpoena is in good form and if there is a showing of good cause for its issuance.

If the order or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

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