

**SPRINGDALE PUBLIC LIBRARY**  
**Policies and Procedures**

**CONFIDENTIALITY OF LIBRARY RECORDS**

<b>Affects:</b> All Functions	<b>Effective Date:</b>	<b>Review Date:</b> Apr. 10, 2002	<b>Number</b>
<b>Signature:</b> <b>Name:</b> <b>Title:</b> Board President			

**A. Purpose**

The purpose of the policy is to ensure that the privacy of all individuals using the Library is protected.

**B. Policy**

In accordance with Arkansas Code 13-2-701 – 13-2-706, the Springdale Public Library supports every patron's right to have his or her library records remain confidential. Library records include but are not limited to patron registration data, circulation records, overdue and reserve records, computer database searches, interlibrary loan transactions, reference queries, patent searches, requests for photocopies of library materials, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used.

The Library may release personally identifiable information concerning a patron only under the following circumstances:

- (1) To the patron.
- (2) To any person with the informed, written consent of the patron given at the time the disclosure is sought.
- (3) To the parent or legal guardian of a minor patron who has signed the Statement of Responsibility for that minor patron's library use. (See Arkansas Attorney's General Opinion No. 2001-258 in the Appendices.)
- (4) To a law enforcement agency or civil court, pursuant to a search warrant.

In the event that a search warrant is issued for information, it should be received by the library director.

**C. Applicability**  
**D. Responsibility**

Responsibility is with the Library Director

**E. Appendices**  
Arkansas Code 13-2-701 – 13-2-706