

APPALACHIAN REGIONAL LIBRARY
Confidentiality of Patron Records Policy
Revised March 16, 2017

The Appalachian Regional Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, 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.

Each patron has individual control over his or her library card and presentation of the card permits access to information on the account. An adult who is responsible for the card of a child age 17 and under may be given access to the information associated with the card.

In compliance with North Carolina General Statute 125-19, no information about a library patron's record will be released to any person, agency, or organization, other than to the card holder or responsible party for a card, except in response to a valid court order or subpoena, properly presented to the county librarian or library director.

The meeting room application of meetings to which members of the public are invited are considered part of the public record and are not considered confidential patron records.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

NCGS 125-19

Confidentiality of library user records.

(a) Disclosure. - A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection (b).

(b) Exceptions. - Library records may be disclosed in the following instances:

- (1) When necessary for the reasonable operation of the library;
- (2) Upon written consent of the user; or
- (3) Pursuant to subpoena, court order, or where otherwise required by law. (1985, c. 486, s. 2.)