

<b>Jessamine County Public Library</b> <b>Confidentiality Policy</b>		
Effective date: 07-28-2004	Last revised: 02-15-2023	Last reviewed: 03-27-2024

### **Policy Statement**

In order to protect the rights of library customers, it is the policy of Jessamine County Public Library (JCPL) to keep all records pertaining to customers' use of the Library confidential.

### **Regulations**

1. All JCPL circulation and other records which connect library customers with material or services used, are confidential. This confidentiality extends to information sought or received, including library materials in all formats. These may include but are not limited to: database search records, reference interviews, circulation records, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Confidential information may only be provided:

- a. To an agency or individual duly authorized by the Library and acting on behalf of the Library within the scope of their duties.
  - b. To an agency or individual of any federal, state, or local government, 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. All such requests should be made to the Library Executive Director who is the keeper of the records.
2. Customers may access their own library records and the records of minor children under their legal custody.
  3. Legal Guardians may access the records of individuals under their guardianship.
  4. JCPL regularly anonymizes and purges records containing personal information.

Staff and customers should be aware that third party services provided through the Library have other terms and policies that affect the privacy of customers. Because some of these vendors may collect and share customers' personally identifiable information, it is incumbent upon the customer to be familiar with the terms and conditions of remote or third-party vendor sites.