

# CITY OF CORVALLIS

## ADMINISTRATIVE POLICY MANUAL

### POLICY AREA 1 - GENERAL ADMINISTRATIVE

#### AP 2000-1.07      Confidentiality of Library Records

Adopted      August 4, 2000  
Revised      February 2004  
Revised      August 2007

#### 1.07.010      Purpose of Policy

The mission of the Corvallis-Benton County Public Library is "Bringing People and Information Together." To protect each individual's privacy in use of library services, the Library has adopted the following policy regarding the confidentiality of records of registered library patrons.

#### 1.07.020      Underlying Considerations

1.07.021      The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. Confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

1.07.022      Oregon State law recognizes the Corvallis-Benton County Public Library as a public body subject to the Public Records Law. However, ORS 192.502.22 provides the following exemption from disclosure of library public records:

“The records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with the address, electronic mail address, or phone number, of the patron.”

Administrative Policy 2000-1.07

1.07.030     Policy

In accordance with the Underlying Considerations cited above, the Corvallis-Benton County Public Library adopts the following policy.

1.07.031     User records of the Corvallis-Benton County Public Library showing 1) use of specific library materials consulted, borrowed, acquired, or transmitted, by a named person; or 2) consisting of the name of a library patron together with the person's address, electronic mail address, or telephone number, or both, are exempt from disclosure. However, upon issuance of a court order, the Library may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the Library may or may not be allowed to disclose to the patron or anyone else that the records were released.

1.07.032     These records include, but are not limited to:

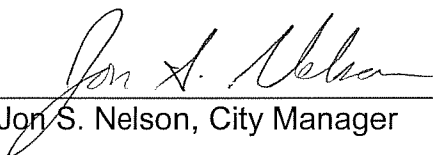
- a)     Circulation records;
- b)     Borrower registration records; and
- c)     Records created to facilitate access to and/or use of library information, materials, and services

1.07.033     The Corvallis-Benton County Public Library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative mailings. The Library does not allow use of library records for fundraising or political purposes.

1.07.040     Review and Update

This policy shall be reviewed triennially during September by the Library Director and updated as appropriate.

Reviewed and concur:

  
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Jon S. Nelson, City Manager

9-26-07  
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Date