

# **Emporia Public Library**

## **Confidentiality Policy**

### **Approved by Library Board on December 12, 2019**

All outside inquiries regarding access to patron registration and charge records will be referred to the Executive Director, and except as provided herein patron records will not be made public without the patron's consent. Patron registration and circulation records are exempt from required disclosure pursuant to the Kansas Open Records Act (KOMA), K.S.A. 45-215 et seq., and will only be released upon receipt of a valid court order or subpoena authorized under federal, state, or local law.

The Library will not retain a patron's charge records beyond their use for circulation or control purposes.

In exchange for access to library services, library patrons irrevocably consent and agree that the Library may disclose and/or submit the patron records pertaining only to past due materials and unpaid fines, charges and fees to a collection agency, legal counsel and/or the court system for the purposes of debt collection and materials recovery.

Parents or legal guardians of children less than 18 years of age may, upon presentation of proper identification, obtain the current status of their child's circulation record or withdraw their authorization for the child's library card.

Library staff will not disclose patrons' use of the Library with respect to information sought or received, nor will they disclose the frequency or content of a patron's visits to the Library, except as required by law or pursuant to a valid court order or subpoena authorized under federal, state, or local law.