

Confidentiality of Circulation Records Policy of the Scio Memorial Library

Records related to the requests for and circulation of library materials contain names and other personally identifying details regarding the users of the Scio Memorial Library. These include but are not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, and the use of audio-visual materials, films or any other technology. The confidentiality of these records shall be maintained by all personnel associated with the Scio Memorial Library, and shall not be disclosed **except** that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

This policy was presented to the
Scio Memorial Library Board of Trustees
on

and was adopted