

## PRIVACY POLICY

The Willamina Public Library recognizes the need to protect your privacy regarding the questions you ask and the materials you borrow or use in the library. All library records relating to your use of the library and its resources are confidential (ORS 192.503). Such records, whether print or electronic, include, but are not limited to, library card registration records, email addresses, circulation records, computer reservation records.

The library keeps the minimum number of records necessary for maintaining operations. Library records are disclosed only:

- Upon presentation of a library card.
- Upon presentation of a library card number and birth date.
- Upon presentation of photo I.D.
- Upon request of a parent or legal guardian of a child under 16 years of age who accepted responsibility and who is named on the record. Parent or legal guardian must show photo I.D. or library card.
- When library card records are linked with authorization from all parties.
- Under a written court order, subpoena or search warrant presented by a documented official and then only with the express consent of the Library Director and the City Attorney.

All other patron usage is kept for statistical purposes only and no identifying information is retained. We avoid creating or retaining unnecessary records. Computer sign-up sheets, materials recommendation requests, interlibrary loan requests and other such documents are destroyed after necessary information is collected.

Patron records include only current information such as: items currently checked out, items on hold and overdue materials and fines. The library does not maintain a history of what a customer has previously checked out once materials have been returned. However, patrons can "opt in" to have this information saved in their library account. Patrons are entitled to view their personal information electronically and are responsible for keeping the information accurate and up-to-date.

The Director of the Library is custodian of library records and is the only party authorized to receive or comply with public records requests or inquiries from law enforcement officers. The Director may delegate this authority to other members of the library management team. The Director confers with the City Attorney before determining the proper response to a request for records.