

Eldon Public Library  
Policy and Procedure

Confidentiality

Information concerning a patron's record will only be released to that individual.

Requests for the release of a patron's record will only be made public pursuant to a valid court order as authorized under federal, state or local law. If such a request is made, library staff will consult with the City Attorney for legal counsel.

The library will release information to a parent or guardian of a minor only in regards to collecting overdue materials or fines and lost or damaged materials. This information will not be provided for the purpose of determining what materials the minor is using.

The Library Director is the only library staff that is able to approve release of a patron's record, and once again, only in accordance with the law.

**Adopted 5-31-2012**  
**Reviewed April 2019**