



CHAPTER 10: CONFIDENTIALITY OF LIBRARY RECORDS AND PATRON FILES POLICY

Adopted by the Board of Trustees October 1988.
Revised in July 1999, January 13, 2000, June 8, 2010,
March 8, 2011, November 12, 2013, October 11, 2017

NCPL protects each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted.

1. Library records are held confidential by Natrona County Library in accordance with Wyoming Statute 16-4-203 D (Right of inspection; grounds for denial; access to news media; order permitting or restricting disclosure; exceptions): The custodian shall deny the right of inspection of the following records, unless otherwise provided by law: **(ix)** Library patron transaction and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child.
2. The Wyoming State Librarian is the custodian of ILS Data, and he/she is the only one authorized to release information from the ILS database.
3. Confidentiality is extended to include the content of questions a patron asks of an employee (whether in electronic, print, verbally or in any other form), attendance at library programs, the presence of patron in the library, and video footage from security cameras.
4. Confidential records and files shall not be made available to any individual, organization, entity, of any agency of federal, state, or local government except as required by law. All requests for confidential records from the ILS database will be immediately forwarded to the Wyoming State Librarian, custodian of such information.
5. Prior to release of non-ILS database information, the Library will take such action as is necessary to determine that any court order, process issued by any court or pursuant to any court rule or any agency of government requires that such records be made available.
6. Names and addresses from any patron files maintained by the Library, including information from the ILS database, may be used from time to time by the Library for library purposes, including conducting patron surveys or notifying patrons of upcoming events.