

Crook County Library

Privacy Policy

Approved by the Library Board of Trustees on September 11, 2014
Revised by the Library Board of Trustees on August 11, 2016

Privacy is essential to the exercise of free speech, free thought, and free association. The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal.

Crook County Library is recognized as a public body subject to Oregon Public Records Law. However, ORS 192.502-23 provides the following exemption from disclosure of public records:

- Records showing the use of specific library materials, whether analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
- Records showing the name of a patron together with the person's address, email address, telephone number, or other personally-identifiable information.

The Library is committed to protecting every patron's library records. However, upon issuance of a court order or Oregon public records request, the Library may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the Library may or may not be allowed to disclose to the patron or anyone else, with the exception of Crook County's legal counsel, that the records were released.

These records include, but are not limited to:

- Circulation records;
- Registration records; and
- Records regarding use of library information, materials, and services.

To protect patrons, the Library will not make library records available to any agency of state, federal, or local government without first consulting county legal counsel and unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the Library Director or designee.

To further protect library record privacy the Library shall electronically purge or manually shred the following records according to the Oregon State Archives record retention schedule(s):

- Records with personally-identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
- Records showing information on use of the Library's computer networks that can be specifically identified with a particular user or device.

The Library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications.

Library staff and volunteers may access personal data stored in the library's computer system only for the purpose of performing their assigned library duties. Circulation records may be disclosed to the patron themselves, and to other parties in the following instances:

- Records may be disclosed to the legal guardian of borrowers under the age of 17
- Records may be disclosed to other persons upon the written consent of the patron. Written consent must be submitted to Library Administration and will be valid for no more than one year from the date of submission. The patron may withdraw consent at any time.
- Records may be disclosed in compliance with a court order or where otherwise required by law

Persons requesting access to circulation records may be required to submit proof of identification and/or other forms of documentation deemed necessary by Library Administration.

The Library does not sell, lease or give patron's personal information to companies, governmental agencies, or individuals, except as required by law or with the patron's authorization. In all contracts with third-party agents, the Library will protect patron and staff privacy to the greatest extent reasonable under the circumstances. The Library does not allow use of library records for fundraising or political purposes.

Nothing in this statement prevents the Library from exercising its right to enforce its Code of Conduct for Library Patrons, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.