

## Confidentiality of Patron Records

The London Public Library recognizes each library user's right to privacy with regard to information sought or received, and materials consulted, borrowed, acquired or transmitted. Therefore, the Library specifically recognizes that its circulation, reserve and other records identifying the names of users with specific materials are confidential in nature.

No such records shall be made available to any agency of state, federal or local government, or to any individual not specifically authorized by the Library Director for legitimate purposes, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Upon receipt of such process, order, or subpoena, the Library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. If the process, order, or subpoena is not in proper form or if good cause has not been shown, the Library will insist that such defects be cured.

*Records of minor children may be provided to their parents or legal guardians. Adopted June 14, 1989, Revised May 15, 1999*