

Susquehanna County Historical Society and Free Library Association
Privacy and Confidentiality of Library Records Policy

Board Vote/Effective March 24, 2025

1. The Board of Trustees of the Susquehanna County Library specifically recognizes the confidentiality of records related to circulation of Library materials that contain the names or other personally identifying details regarding the users of the Library in accordance with Pennsylvania law: 24 Pa. Cons. Stat. Sec. 9375.

Records of the following institutions which relate to the circulation of library materials and contain the names or other personally identifying information of users of the materials shall be confidential and may not be made available to anyone except by a court order in a criminal proceeding:

- (1) The State Library.*
- (2) A local library established or maintained under the provisions of this chapter.*
- (3) The library of a university, college or educational institution chartered by the Commonwealth.*
- (4) The library of a public school.*
- (5) A library established and maintained under a law of this Commonwealth.*
- (6) A branch reading room, deposit station or agency operated in connection with a library described in this section.*

2. In all instances and regardless of circumstances, the Susquehanna County Library safeguards access to patron Library records and restricts access to that information to only the patron who owns the library card, or to the parent/legal guardian of a minor child as indicated as such in the library's records.
3. No patron records will be made available to federal, state, or local law enforcement agencies except by subpoena or judicial warrant.
 - 3.1. In cases of both judicial warrant and subpoena, the request will be referred to the Administrator/Librarian who will consult legal counsel. Other Library employees will not provide any patron records to law enforcement agencies under any circumstances.
 - 3.2. If a subpoena and the subpoena is found acceptable to legal counsel, the Director / Administrator designee will supervise the transfer of information ensuring that no other user records are disclosed.
 - 3.3. If a judicial warrant, a judicial warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library. In this instance, the Administrator / Director will request that the law enforcement officers wait until legal counsel is able to examine the judicial warrant and to assure that the search conforms to the terms of the judicial warrant. (IMPORTANT: The law enforcement officials are *not* required to accede to your request to delay the search.) the Director / Administrator designee will supervise the transfer of information ensuring that no other user records are disclosed.