

Susquehanna County Library Privacy and Confidentiality of Library Records

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.

2. The Board of Trustees supports the concept of intellectual freedom and the right of each citizen, regardless of age, to free access to information without fear of intimidation or recrimination. The Library's confidentiality policy safeguards the First Amendment and privacy rights of Library users. The Library advises employees, volunteers, and patrons that all Library records that contain names or other personally identifying details regarding the users of the Library are confidential.

3. The Board of Trustees of the Susquehanna County Library further subscribes to the American Library Association Library Code of Ethics, Section III, which states, "We protect each Library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired, or transmitted."

4. 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 with the stipulations and exceptions specified below.

5. No patron records will be made available to federal, state, or local law enforcement agencies except by a court order as required by law.

5.1. Court orders from law enforcement officers 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.

5.2. The Library will take such action as is necessary to determine that any court order or process issued by any court or pursuant to any court rule or any agency of government requires that such records be made available.

6. The Library record of a child has the same confidentiality protection under Library policy as that of any other patrons with the following exception.

6.1. Parents or legal guardians are permitted access to the records of their minor children through the age of 18 (eighteen). The parent/legal guardian must be accompanied by the child, provide the child's Library card, and/or provide other acceptable identification. In the case of telephone inquiries, Library card number and verification of the child's address, telephone number, and date of birth are required.

6.2. Susquehanna County Library recognizes that parents or legal guardians who have signed their minor children's applications have assumed the financial responsibility for materials charged out to their children's cards; therefore, parents or legal guardians will be provided with specific information about their minor children's Library records when materials are overdue or lost.