

# Privacy of Patron Records Policy

## Confidentiality

The information that Somerset County Library requires a person to provide in order for that person to become eligible to borrow books and other materials, as well as information identifying the individual borrowing particular books or materials, are "confidential" in nature. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public. This restriction shall include the press and any agency of State, Federal, or local government. The release of statistical information is permitted provided no individual is identified in the information released.

## Procedure for Access

Library staff shall observe the following procedures:

On receipt of any legal process, order or subpoena, the Library staff member in charge will immediately consult with the Library Director or President of the Board of Trustees. All requests shall be referred to the Library Director for appropriate disposition. The Library Director will consult with the County Attorney to consider appropriate action. Until the legality of such process, order or subpoena has been affirmatively shown to the satisfaction of the County Attorney, the Library will resist its issuance or enforcement until any such defect has been cured.