

## **Patron Confidentiality Policy**

The North Dakota State Library recognizes its responsibility to protect the privacy of each patron's personal records relating to their use of library materials. We affirm patrons' Freedom to Read, as set forth by the American Library Association. Records are required for controlling the use of library materials both on and off the library premises. These records are not in any way intended for the purpose of monitoring a user's reading or pursuit of information. Circulation records are kept to protect public property. The North Dakota State Library follows state policy for protecting the privacy of its users and the responsibility for protecting library materials.

### **NDCC 40-38-12. Library records – Open records exception.**

*Any record maintained or received by a library receiving public funds, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is excepted from the public records disclosure requirements of section 44-04-18. These records may be released when required pursuant to a court order or a subpoena.*

To insure the confidentiality of our patrons' privacy, The North Dakota State Library will follow these policies when handling patron's materials.

### **Patron Records**

Any record maintained or received by the North Dakota State Library, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is exempted from the public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12 and shall not be made available upon request of any person other than the patron. This includes parents, spouses, relatives, employers, school administrators, teachers, caretakers, government officials, and law enforcement without a subpoena or court order. A patron may give permission in writing for another person to view his/her library record and/or to pick up holds.

### **Materials Pick Up**

In order to protect the confidentiality of the patron, a patron must show either a driver's license or a State Library Card in order to pick up his/her items. Any person picking up items for someone else must have either a driver's license or the patron's library card.