

Library: Patron Privacy Procedure	Procedure Number	2.9P
	Effective Date	March 29, 2013

1.0 PURPOSE

Library policy supports intellectual freedom and the right to inquiry without fear of censorship or reprisal. Library registration and transaction records and names of users are confidential and shall be released only upon presentation of a valid legal process such as a subpoena or court order.

2.0 REVISION HISTORY

Adopted on: 4/18/91
 Revised on: 3/29/13

3.0 PERSONS AFFECTED

This policy applies to all Laramie County Community College students, faculty, staff, administrators, all library patrons, and other entities affiliated with Laramie County Community College.

4.0 DEFINITIONS

- A. *Patron Privacy* – A library user’s right to free inquiry without the fear of scrutiny.
- B. *Patron Transaction* – Patron information sought or received and resources consulted or borrowed.
- C. *Confidentiality* – Personally identifiable information stored about a patron and the commitment of the library to keeping that information secure.

5.0 PROCEDURES

- A. Specific patron/transaction records will not be divulged to any person except the individual involved. Library staff may, however, notify student records, student accounts, or human resources that a patron has overdue materials or fees, but will not provide a list of those materials.
- B. All responses to requests for patron information will meet the Family Education Rights and Privacy Act (FERPA) and Wyoming Statute S16-4-203 (1977 as amended).
- C. Library staff will not provide information about the patron or about his/her transactions records to any person without a valid legal process such as a subpoena or court order. Any library staff member receiving a request to examine or obtain library records will refer that request to the Library Director or Vice President of Academic Affairs who will consult with the college attorney to determine if such valid legal process, such as a subpoena or court order, is in proper form to permit the library staff to honor the request or that authorized college personnel have a valid “need to know.” If it is determined by the Library Director, Vice President of Academic Affairs, or college attorney that there is any defect in the legal process or the “need to know,” the request will be denied.
- D. Any threats or demands not supported by a valid legal process such as a subpoena or court order concerning patron transaction or registration records shall be reported to the Vice President of Academic Affairs.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Pat Schwerdtfeger, Academic Affairs Interim Vice President	12/11/12
Approval by President's Cabinet		3/12/13
Ratified by College Council	Kari Brown-Herbst, Co-chair	3/29/13
Approval by President (Signature)		3/29/13