



# Putnam County District Library

## Confidentiality of Patron Records and Patron Information

It is the policy of the Putnam County District Library (PCDL) to protect the privacy of those who use the library. Library employees and volunteer shall protect information from and about PCDL patrons, which includes requests for information and materials, online sites and resources accessed, and any borrowing transactions.

### Definition of Library Record

The Ohio Revised Code (ORC) Section 149.432 defines “library record” to be a record in any form that is maintained by a library and that contains any of the following information:

1. Information that the library requires an individual to provide in order to be eligible to use library services or borrow materials.
2. Information that identifies an individual as having requested or obtained specific materials or materials on a particular subject.
3. Information that is provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject.

The definition of “library record” does not include the following:

1. Information that does not identify any individual
2. Information that is retained for the purpose of studying or evaluating the use of the library and its materials and services.

### Definition of Patron Information

The ORC Section 149.432 defines “patron information” as personally identifiable information about an individual who has used any library service or borrowed any library materials.

### Release of Patron Records

Library records and patron information are confidential and will not be released or disclosed except in compliance with ORC 149.432 by library employees authorized to do

so by the Director or her designee. Library or patron records can be released only as follows:

1. Library record or patron information pertaining to a minor child will be made available to the minor child's parent, guardian, or custodian.
2. In accordance with a subpoena, search warrant, or other court order.
3. To a law enforcement officer who is acting in the scope of the officer's law enforcement duties and who is investigating a matter involving public safety in exigent circumstances.
4. Upon the request or with the consent of the individual who is the subject of the record or information.
5. Administrative library purposes including the following:
  - a. Establishment or maintenance of a system to manage the library records or to assist in the transfer of library records from one records management system to another.
  - b. Compilation of statistical data on library use
  - c. Collection of fines and penalties.
6. Pursuant to the ORC 149.43(B) regarding records that document the improper use of the Internet at the PCDL so long as any patron information is removed from the records.