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Transylvania County Library Policy on Confidentiality of Library Patron Records

The Transylvania County Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. When no longer needed for library administration purposes, records will be expunged.

In compliance with North Carolina General Statute 125-19, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library director.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

Adopted by the Board of Trustees of the Transylvania County Library
July 15, 1999