

## **POLICY ON CONFIDENTIALTY OF PATRON INFORMATION**

February 20, 2008

The Pueblo of Isleta Public Library supports every patron's right to have his/her records remain confidential. Library records include patron registration data, circulation records, overdue, hold and interlibrary loan records, participation in library sponsored programs, record of library visits, public computer usage and/or any data that identify or when combined with other available information identify a person as a patron of the library or that indicate use or request of materials from the library.

Each patron has individual control over his/her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance of record or unpaid fines, hold or interlibrary loan request), the library will not maintain a record of transactions. When no longer needed for library administration purposes records will be expunged.

In compliance with New Mexico Statute 18-9-4, no information will be released to any person, organization, or agency of state, federal or local government, except in response to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power, 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. By separate action, The Pueblo of Isleta Library has endorsed the recommendations of the American Library Association's Policy on confidentiality of Library Records and the New Mexico Library Association's "Statement on Intellectual Freedom".