



# OCEAN SHORES PUBLIC LIBRARY

## Policy: 6.0 Confidentiality

Adopted by Library Board of Trustees July 2021

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The Ocean Shores Public Library is committed to privacy and safeguarding access to patron data. It is the policy of the library in accordance with the Revised Code of Washington, RCW 42.56.210 and 42.56.310 that “*Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.*” These records are considered confidential and protected by the right of privacy as defined by RCW 42.56.580.

### 6.1 Definition

For the purpose of this policy, library records include but are not limited to: registration records, circulation records, materials request lists, reference interviews, database search and download records via third party vendors, financial information, wireless access and computer usage records. The library actively works with third party vendors to support customer data privacy. The library does not give, share, sell, or transfer customer data for commercial purposes.

### 6.2 Privacy Protection

Public inspection includes any requests oral or written, for information contained in such records. Without permission of the library user, The Ocean Shores Public Library will not release library records to any individual, organization, or to any agency of federal, state, or local government except pursuant to a court order, warrant or subpoena as authorized under applicable federal, state or local law relating to civil, criminal, administrative or legislative discovery procedures or investigatory power.

The Library will resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Requests for patron information made by any agency of federal, state or local government shall be referred to the Library Director.

### **6.3 Permitted Access**

- Patrons may access data about themselves.
- Parents or guardians may have access to a library account for minor children up to age 18 with verification of card ownership and the parental/guardian relationship.
- Reserved “on hold” materials may be released for pick-up with the patron’s permission.