

## **504 - Confidentiality of Circulation Records**

Date Policy Approved: February 2, 2011 by DeSoto Parish Library Board of Control

Records related to the use or circulation of Library materials which contain the names or other personally identifying details regarding patrons of the DeSoto Parish Library are considered confidential. These records include, but are not limited to, circulation, fine, renewal, computer sign up, and reserve logs and patron registration forms. They will not be made available to anyone except by a court order. Library staff will refer all formal requests for patron information or Library records to the Director.

This prohibition also applies to the release of information to the parents or guardians of minors who have their own cards. However, the Library recognizes that instances may arise when it may be necessary for a parent or legal guardian to be provided with information about his or her child's Library record (For example, when a child's Library materials have incurred fines or the materials have been misplaced). In these situations, the information may be released to the parents or legal guardians of the minor child.