CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The Bozeman Public 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. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the Library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

In compliance with Montana Code Annotated 22-1-1103 no information will be released to any person, agency, or organization, except to recover overdue materials through the release of information to parents, legal guardians, and the City Attorney’s Office or in response to a valid court order or subpoena and properly presented to the Library Director, or if written permission to release and disclose library records is placed at the Circulation Desk. (See Appendix H1).