

## PRIVACY OF PATRON RECORDS

Howard County Library supports every patron's right to have his/her library records remain confidential. Library records include patron registration data, circulation data, overdue and reserve records, record of library visits, and/or any data that contains information that links a specific patron to specific materials or services used.

Each patron has individual control over his/her borrower's card and presentation of this card permits access to information about the borrower's current circulation record. When a patron has not used his/her card in a time period determined by the Director, his/her record is no longer needed for library administration purposes and will be expunged.

In compliance with Vernon's Annotated Civil Statutes, Article 6252-17a, referred herein as the Texas Open Records Act, 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 Director.

Howard County Library specifically recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of state, federal or local government, or to any individual not specifically authorized by the director, except pursuant to such process, order or subpoena as may be authorized under the author of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. By separate action, Howard County Library has endorsed the recommendations of the American Library Association's [Policy on Confidentiality of Library Records](#) and the Texas Library Association's "[Statement of Intellectual Freedom](#)."