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# Confidentiality of Customer Information Policy

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## **PURPOSE**

Confidentiality of library records is a basic principle of librarianship, derived from the Washington State Constitution, the Revised Code of Washington, the First Amendment to the United States Constitution, and various policies of the American Library Association. This policy condenses those for ease of operation.

## **POLICY**

It is the policy of the Yakima Valley Libraries that any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, is considered private, consistent with RCW 42.56.050, Invasion of Privacy, and is exempt from public inspection and copying consistent with RCW 42.56.310, Library Records. It is also Yakima Valley Libraries' policy that library facilities are public places in which library users have no expectation of privacy beyond the content of library records.

For purposes of this policy, such library records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer use records. Public inspection and copying also includes any requests, oral or written, for information contained in these records.

Without permission of the library user, the Yakima Valley Libraries will not release exempt library records to any individual, organization, or to any agency of federal, state or local government except pursuant to a valid court order under applicable state or federal law. The District will make reasonable efforts in its routine service provision to avoid making information available that might inadvertently link use of specific library materials and resources to an individual.

The Library Director is responsible for establishing administrative procedures necessary to carry out this policy.

Adopted: May 2003

Reformatted: July 2010

Latest Review and Revision: October 24, 2011