

CONFIDENTIALITY POLICY
Prairie-River Library District

Preface

The Prairie-River Library District is comprised of small-town libraries in Nez Perce, Idaho and Lewis counties and is a partner in the Valnet consortium, sharing resources and technology with libraries in north-central Idaho and south-east Washington. The mission of the Prairie-River Library District is to provide appropriate materials, resources, and staff to meet the informational, educational, and recreational needs of the patron. Toward that end, the staff of the Prairie-River Library District will endeavor to provide prompt, friendly service with courtesy and respect to all.

Introduction

The Prairie-River Library District shall make every reasonable and responsible effort to see that information about patrons and their individual information choices remain confidential. For people to make full and effective use of the library, they must feel unconstrained by the possibility that others may become aware of the materials they use or the questions they ask. Failure to protect privacy inhibits free usage of library materials, resources and facilities, and is contrary to Idaho Code 74-108(4) and the American Library Association (ALA) Library Bill of Rights.

Library Records

The privacy of patron information is required by Idaho Code 74-108(4). It states as follows:

74-108. EXEMPTIONS FROM DISCLOSURE – ARCHAEOLOGICAL, ENDANGERED SPECIES, LIBRARIES, LICENSING EXAMS. The following records are exempt from disclosure:

...

(4) The records of a library which, when examined alone, or when examined with other records, would reveal the identity of the library patron checking out, requesting, or using an item from a library.

Personal information and library circulation records are strictly confidential unless a valid subpoena or warrant is presented.

Library Staff and Volunteer Conduct

All library staff and volunteers are required to adhere to Idaho Code 74-108(4) and the ALA Code of Ethics that guide professional conduct, and protect each patron's right to privacy. Library employees and volunteers shall maintain the privacy of library patrons by not divulging any personal account information, including titles and subject matter of materials used or borrowed, to anyone other than library personnel.

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