

## **St. Helens Public Library Confidentiality Policy**

The St. Helens Public Library maintains the privacy and confidentiality of its patrons and follows all guidelines outlined by the American Library Association's Code of Ethics. In accordance with Oregon Revised Statutes 192.355(23), the following records are exempt from disclosure:

The records of a library, including:

- (a) Circulation records showing use of specific library material by a named person.
- (b) The name of a library patron together with the address or telephone number of the patron.
- (c) The electronic mail address of a patron.

The library may gather and retain the following information about current library users:

- (a) Information required to register for a library card, including
  - (i) Name
  - (ii) Address
  - (iii) Phone number
  - (iv) Email address
  - (v) Birthdate
  - (vi) ID number
- (b) Records of material checked out, fees owed, and payments made.
- (c) Electronic access information.
- (d) Requests for interlibrary loan and reference services.
- (e) Registration for library classes and programs.

Records may be disclosed to other parties in the following instances:

- (a) To the legal guardian of a minor.
- (b) With the consent of the authorized user(s) of the patron account.
- (c) To contracted employees of the St. Helens Public Library
- (d) Upon court order, upon order of the district attorney, or where otherwise required by law.

The library takes reasonable steps to ensure data security, including:

- (a) Purging or shredding records no longer needed.
- (b) Automatically removing records of browsing history, files downloaded, passwords, etc. from public computers at the end of each session.

These practices comply with federal, state, and local laws, as well as with the City of St. Helens' professional ethics policy.