

**Subject: Confidentiality of Library Patron Records**

**Purpose:**

To maintain the confidentiality of a patron's library records.

**Policy:**

The Montgomery-Floyd Regional Library supports every patron's right to have their 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, record of computer use, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over their borrower's card. 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, reservation of materials), the library does not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

According to the provisions of the Virginia Freedom of Information Act (§ 2.2-3705.7.03), access to library records, including borrowing records, of patrons under 18 years of age shall not be denied to the parent, including a noncustodial parent, or guardian, of such library patron.

Library records shall not be made available to any agency of state, federal, or local government or any individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Upon receipt of any inquiry, process, order, or subpoena seeking library records, the matter will be turned over to the Library Director. The Director and the Montgomery County Attorney will determine if such inquiry, process, order, or subpoena is in proper legal form.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. By separate action, the Montgomery-Floyd Regional Library has endorsed the recommendations of the American Library Association's *Policy on Confidentiality of Library Records*.

Attachments: None

References: Policy 109 - Fines and Recovery of Materials  
American Library Association: Policy on Confidentiality of Library Records  
(Appendix II)  
Virginia Freedom of Information Act (Code of Virginia § 2.2-3700 et. seq.)

Approval:  
Montgomery-Floyd Regional Library Board of Trustees  
October 17, 2001; revised February 27, 2019; January 24, 2024.

January 24, 2024  
Date



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Gunin Kiran, Chair