

Washington Parish Library

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Confidentiality of Library Records

1. The circulation records of the Washington Parish Library and all other records identifying the names of users and material used by them are and shall be confidential, regardless of the source of inquiry.
2. Records will not be made available to any agency of federal, state or local government, or to any group or individual for whatever purpose except pursuant to such process, order or subpoena as may be authorized by law.
3. Immediately upon receipt of such process, order or subpoena a consultation will be held with legal counsel to determine if said item is in good form, and if there is a showing of good cause for its issuance.
4. If said process, order or subpoena is not in good form, it shall be refused until such time as it is put in proper form.
5. Any threats or unauthorized demands (i.e., those not supported by a process, order or subpoena) concerning circulation or other library records shall be reported immediately to the Board and the District Attorney.
6. Any employee found to have violated this policy of privacy of records shall be dismissed immediately.
7. Any request for library records of any kind, especially circulation of material to/by a patron shall be referred to the Administrative Librarian immediately in his/her absence to the designated person in charge.