

MOORE FREE LIBRARY

Confidentiality Policy

Moore Free Library's patron records are confidential. Patron records shall not be made available to any third party or any law enforcement agency of a local, state, or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or third party seeking the records.

Patrons have the right to access their own records and may do so independently, by using the online card catalog/patron system software or may request assistance from the library in accessing those records.

Patron records are defined as information in any format related to any activity of the library, (such as, but not limited to, registration, interlibrary loan, reserve requests and computer use) containing any identifying information about individual patrons.

No volunteer may release patron records. Requests for such information will be referred to the Library Director and/or the trustees who will adhere to the policy outlined above.