

III. Patron Confidentiality

A. Confidentiality of Patron Records

RFPL recognizes that registration and circulation records are confidential in nature. RFPL will not sell, lease, or disclose confidential information to outside parties unless required to do so by law.

No records, either written or in electronic form, shall be made available to any agency of state, federal, or local government unless pursuant to a process, order, or subpoena authorized by law. Any issuance of enforcement of any such process, order, or subpoena shall be immediately referred to the Director, who will consult with the legal counsel of RFPL.

RFPL does not collect personal information from public computers or from the RFPL website. Although the RFPL website may contain links to outside sites, RFPL is not responsible for the privacy practices of any websites not maintained by RFPL.

RFPL will strive to ensure that contracts and agreements with providers of electronic resources reflect our policies.

B. Confidentiality of Patron Requests

Patrons must present a library card number or other identification in order to receive information concerning materials checked out, on hold, overdue, or fines. RFPL will communicate information about materials only to the cardholder or his or her guardian.