

LAKE COUNTY

BOARD OF COUNTY COMMISSIONERS

POLICY

Title: **Lake County Library System
Confidentiality of Library Records**

Number: LCC-9

Cancel: 6/03/97

Approved: 3/16/04

I. OBJECTIVE:

To establish a policy governing the confidentiality of library registration and circulation records.

II. DEFINITIONS AND REFERENCES:

A. Circulation Records:

"Includes all information that identifies the patrons who borrow particular books and other materials" as defined in Chapter 257, Florida Statutes, Section 257.261.

B. Registration Records:

"Includes any information that a library requires a patron to provide in order to become eligible to borrow books and other materials" as defined in Chapter 257, Florida Statutes, Section 257.261.

III. DIRECTIVES:

- A. It is the policy of the Lake County Library System to assure the confidentiality of library registration and circulation records in accordance with Chapter 257, Florida Statutes, Section 257.261 which states in relevant part:

All registration and circulation records of every public library, except statistical reports of registration and circulation, are confidential and exempt from the provisions of s.119.07(1) and from s. 24(a) of Article 1 of the State Constitution. Except in accordance with proper judicial order, a person may not make known in any manner any information contained in such records made confidential and exempt by this section, except as otherwise provided in this section.

- B. Information concerning the registration of a patron or the content of any circulation record may not be released except as provided in Section 257.261, concerning: name, address, phone number, items charged, items on hold, claimed returned, lost or any other patron-specific information to include computer usage.

C. According to FS 257.261 patron registration and circulation information may only be disclosed as follows:

1. A library or any business operating jointly with the library may, only for the purpose of collecting fines or recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the library, disclose information made confidential and exempt by this section to the following:

- a. The library patron named in the records;
- b. In the case of a library patron less than 16 years of age, the parent or guardian of that patron named in the records;
- c. Any entity that collects fines on behalf of a library, unless the patron is less than 16 years of age, in which case only information identifying the patron's parent or guardian may be released;
- d. Municipal or county law enforcement officials, unless the patron is less than 16 years of age, in which case only information identifying the patron's parent or guardian may be released; or
- e. Judicial officials.

D. Pursuant to Chapter 257, Florida Statutes, Section 257.261, violation of these confidentiality provisions is a second degree misdemeanor.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of County Commissioners.



Debbie Stivender, Chairman
Board of County Commissioners
Lake County, Florida

ber: LCC-9
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Page: 3