

## **VI. Confidentiality of Records** (amended 3/13/2025)

- A. Library staff will not release any library record or disclose patron information except in the following circumstances:

Patrons may grant circulation privileges on their account or a link to their account to a guarantor or authorized user by providing permission to library staff. Authorized users must provide a photo ID or their own library card in order to gain access.

Upon request by the parent, guardian or custodian of a minor child. Requester must appear as a guarantor or authorized user on the minor child's library card and present a valid photo ID. Library staff can validate this means of access over the phone in some circumstances.

Upon request or consent of the individual who is the subject of the request.

For administrative library purposes including transferring library records from one catalog system to another or verification of patron access to Library digital resources.

For compiling statistical data of library use that will not include any personally identifiable information.

- B. The catalog system allows patrons, including minors, to disable linking to their library record. Library staff can re-enable that link in some circumstances.
- C. Court orders or subpoenas for patron information stored in Koha library software must be directed to the Northeast Kansas Library System, 4317 West 6th St., Lawrence KS 66049.