

## **VI. Confidentiality of Records**

- A. Library staff will not release any library record or disclose patron information except in the following circumstances:
- Request by the parent, guardian or custodian of a minor child. Requester must present a valid photo ID
  - Upon the request or consent of the individual who is the subject of the request
  - For administrative library purposes including:
    - Establishing or maintaining a system to manage or assist in the transfer of Library Records from one records management system to another
    - Compilation of statistical data on library use and collection of fines and penalties
- B. Patrons may grant circulating privileges on their account to an 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.
- 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.