

## Confidentiality of Customer Information Policy

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### **PURPOSE**

Confidentiality of library records is a basic principle of librarianship, derived from the Washington State Constitution, the Revised Code of Washington, the First Amendment to the United States Constitution, and various policies of the American Library Association. This policy condenses those for ease of operation.

### **POLICY**

Consistent with RCW 42.17.310(I), Public Records Exemptions, it is the policy of the Yakima Valley Regional Library that any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from public inspection and copying.

For purposes of this policy, such library records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer use records. Public inspection and copying also includes any requests, oral or written, for information contained in these records.

Without permission of the library user, the Regional Library will not release exempt library records to any individual, organization, or to any agency of federal, state, or local government except pursuant to a valid court order under applicable state or federal law.

The Library Director is responsible for establishing administrative procedures necessary to carry out this policy.

**Adopted: May 27, 2003**