

Policy Title:	Confidentiality of Library Records
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Governing Body:	Academic Affairs	Policy Number:	AAD. 060
Policy Contact:	Collection Development Librarian	Date Revised:	05/01/25
Custodial Office:	Hannon Library	Date Approved:	07/11/25
Approved By:	Policy Council and President Bailey	Next Review:	
Related Policy:	AAD.061 and AAD.062		

A. Description

This policy assures Hannon Library patrons that their library records will be kept confidential (with limited legal exceptions) in alignment with the American Library Association's Code of Ethics.

B. Definition(s)

None.

C. Policy Statement

The circulation records and borrower application files of Hannon Library are confidential, regardless of the source of inquiry. Such records shall not be made available to anyone, except if legally required. Only the University Librarian will be able to determine if inquiries are legally required.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Relevant Authority

192.355: Public records exempt from disclosure. The following public records are exempt from disclosure under ORS 192.311 to 192.478: (23) The records of a library, including: (a) Circulation records, showing use of specific library material by a named person; (b) The name of a library patron together with the address or telephone number of the patron; and (c) The electronic mail address of a patron.

E. Other Information

None.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.