

## **Privacy of Patron Records Policy**

Under the U.S. Privacy Act and the Library Bill of Rights, endorsed by the Yankton Community Library Board of Trustees, U.S. citizens, regardless of age are protected from violations of privacy including all library records, registration information, current and past circulation histories and overdue history. This Act applies to all adult card holders 14 years and older.

Patron information will not be divulged to any other person, organization, or government agency including the courts, without a subpoena, unless the cardholder has listed that person as an authorized user. This includes husbands, wives, other family relatives, and friends. However, fine totals can be given to family members if the library staff feel that the intent is to pay those fines for that individual.

To a degree, child cardholders are exempt from this Act because of the contractual nature of the library card and the fact that a parent/legal guardian must sign for child's card, agreeing to pay any fines, fees, loss and damages to library materials. Overdues, fines, and lost/damaged information for child cardholders will be given to the parent/legal guardian by Library staff on only two occasions:

1. if that information relates to the payment of fines, fees, etc.
2. if a parent/legal guardian wants to see what that child has currently checked out for purposes of satisfying their parental responsibility.