



**SUBJECT:** Library Confidentiality Policy

I. **Purpose:** Protecting and respecting the rights of library users to view and read materials without fear of intrusion, intimidation, or reprisal is a core value of libraries. To safeguard the privacy of individuals in their use of library materials, the Sherratt Library maintains the confidentiality of library records. Utah State law protects the records of all publicly funded libraries when those records contain information that can identify a patron. In addition, student records, including library borrowing records, are protected by federal privacy laws.

II. **Registration and circulation records of the Sherratt Library are confidential:**

- A. Registration records include any information the library requires users (students, faculty or staff members, alumni or other qualified borrowers) to provide in order to become eligible to access or borrow materials. Such information includes addresses, telephone numbers and other personal data.
- B. Circulation records include all information that identifies a student, faculty or staff member, alumnus or other qualified borrower as borrowing or accessing particular materials or information.

III. **No library employee shall reveal the identity of a borrower to any requestor:**

- A. Except in accordance with proper judicial order and with permission of the Dean of Library Services, no person shall make known in any manner any information contained in library registration and circulation records. In the absence of such judicial orders or campus administrative permission, those to whom information will be denied include, but are not limited to, faculty or staff members (including library staff except in the pursuit of their assigned duties), students, parents, campus security, police, FBI agents, and military personnel.
- B. Library staff members are to refer all requests for library records to the Access Services Librarian who will notify the Dean of Library Services and the Library Department Chair who will then contact campus legal counsel.

Portions of the language for this policy were taken from the [Jean and Alexandra Heard Library](#) at Vanderbilt University. The Sherratt Library is grateful to the Heard Library for granting permission to make use of its guidelines.