

## **Confidentiality of Library Records**

The Scarborough-Phillips Library protects the rights of library users to view and read materials without fear of intrusion, intimidation, or reprisal as stated in the American Library Association's *Code of Ethics*, Item 3:

3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.

To safeguard our patrons in their use of library materials, Scarborough-Phillips Library specifically recognizes that its circulation records and other records identifying the name of library users are confidential in nature.

Such records are accessible only to appropriate library staff members and, according to the Texas Open Records Act and Federal privacy law, may only be disclosed as follows:

1. to members of the library staff in the ordinary course of business;
2. upon written consent of the user of the library materials;
3. upon appropriate court order or subpoena or search warrant as determined by the Library Director and/or the Academic Vice President.

This policy applies to all library records, including, but not limited to, the circulation of library materials, computer database searches, interlibrary loan transactions, information requests, requests for photocopies of library materials, title reserve request, or any in-house use of materials.

### **Additional Resources Regarding Library Confidentiality**

Texas Library Association Intellectual Freedom Handbook  
<http://www.txla.org/pubs/ifhbk.html>

### **USA Patriot Act Information**

ALA Website on the USA Patriot Act  
<http://www.ala.org/ala/oif/ifissues/usapatriotact.htm>

**St. Edward's University Technology & Information Policy**  
<http://www.stedwards.edu/policy.htm>