



## Privacy

The Oconee County Public Library System recognizes that its circulation records and other records identifying the names of library users are confidential in nature and accepts the responsibility of safeguarding information about any individual's use of the library from improper disclosure. The following guidelines are prescribed for carrying out this responsibility.

1. All librarians and library employees are advised that circulation records and other records identifying the names of library users with specific materials shall be held to be confidential in nature. Such records shall not be made available to any agency of State, Federal, or local government except pursuant to such authority of, and pursuant to, Federal, State, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

2. The details of an individual's borrowing history will not be released to unauthorized persons. This rule will not prevent the library from maintaining records of delinquent borrowers. Such records will, however, be maintained in confidence.

3. Upon receipt of a process, order, or subpoena (as mentioned in Item 1), the library's officers will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

4. South Carolina Act 108 of 1985 provides that records related to registration and circulation of library materials which contain names of other personally identifying details regarding the users of public, private, school, college, university, and state institutional libraries and library systems, supported in whole or in part by public funds or expending public funds are confidential information.

5. The OCPL supports the President of the United States and congressional leaders in our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans. While the library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information, OCPL will comply with law enforcement when supplied with legal subpoena or warrant.

6. If anyone in the library community has a computer upon which they reasonably believe an electronic trespass has occurred and desire an investigation of it, they should contact the Library Director. That person will, in turn, consult with the appropriate administrative and legal offices and, if necessary, make the appropriate contacts to federal law enforcement.