



**Policy: CONFIDENTIALITY OF LIBRARY CIRCULATION RECORDS AT WEST CHESTER PUBLIC LIBRARY**

**Reviewed/Re-approved: 26 January 2009**

It is the policy of the West Chester Public Library to endorse and comply with The Library Code, Act of June 14, 1961, P.L. 324 as amended through July 1, 2000, specifically Section 428, added 1984, June 27, P.L. 431, No. 90, Section 3, commonly referred to as “Act 90,” quoted below.

**Library Circulation Records**

Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.”

The West Chester Public Library defines the “circulation of library materials” to include but not be limited to: borrowing of materials, use of materials within the Library, requests for information or materials, any information a staff member or volunteer may have about borrowing status; title or subject requests; reading, listening or viewing habits; interest or concerns; or patterns of library use by any individual regardless of the individual’s age. The Library also expects staff and volunteers to treat as confidential any information they may have about an individual’s borrowing status or reading preferences, regardless of the individual’s age.

It is also the policy of the Library to comply with federal law such as the USA PATRIOT Act which addresses access to library information by law enforcement agencies by proper legal order.

The Library recognizes its obligation to protect user confidentiality to the extent possible within the framework of the law. The Library’s response to legal orders will be guided by the advice of Counsel.