

Confidentiality of Patron Information
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Patron Information Records of Cass County Public Library are defined as any document, record, or other method of storing information retained, received or generated by the library that identifies a person or persons as having requested, used, or borrowed library material, and all other records identifying the names of library users. These records are confidential regardless of source of inquiry.

Patron Information Records with nonidentifying material may be retained for the purpose of studying or evaluating the circulation of library materials in general.

Patron Information Records will not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law, or in response to a written request of the person identified in that record. The Assistant Director or Library Director, must be contacted prior to the release of such information. Any threats or unauthorized demands, (i.e., those not supported by a process, order, or subpoena) concerning Patron Information Records will be reported to the Library Director.

Revised 4/20/2022