

## **Confidentiality of Library Records**

In keeping with Oregon Revised Statute 192.502(23), the Toledo Public Library will not disclose circulation records showing use of the specific library material by a named person or the name of a library patron together with the address, telephone number, or email address of that patron.

Information we gather and retain about library users includes:

- Name
- Address
- Telephone number
- Email address
- Birth date
- Records of materials checked out' charges owed, payments made
- Requests for interlibrary loans or reference service
- Sign-up information for library classes or programs

By registering for a library card, a patron gives consent for the Library to gather and maintain this information. We will not sell, license, or disclose it to any third party, except an agent working under contract to the Library, without consent, unless we are required by law to do so.

The Toledo Public Library protects the privacy of all library members, no matter their age. Parents and guardians of minor children who wish to obtain access to their child's library record must provide the child's library card (or card number). If a friend or family member wishes to access your library records, they must present your card and indicate that they have your permission.

Library staff may access your personal information only for the purpose of performing their assigned duties.