

# **William Woods University**

## **Dulany Library**

### **Records Confidentiality Policy**

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Created: June 1996

Last Updated: June 2007

Approved by Academic Council: 9 Jan 2008

1. This policy specifically recognizes that all circulation records of Dulany Library, William Woods University, to be confidential in nature.
2. All librarians and library employees, including student workers, are not to release any information regarding library users, including name, address, or other personal information to anyone other than library employees.
3. All librarians and library employees, including student workers, are not to reveal to anyone the name of the person who has a specific library item checked out under his/her name, nor are they to reveal what library items a specific person has checked out under his/her name.
4. All requests for access to library records or requests for specific information covered under this policy are to be immediately submitted to the Library Director.
5. No library records shall be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
6. It is the policy of this library that the library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.