

## Confidentiality and Privacy Policy

The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. Confidentiality is the primary means of providing First Amendment protection for public library users.

Oregon State law recognizes the Umatilla County Special Library District as a public body subject to Oregon Public Records Law. The UCSLD's policies on its records can be found in the Public Records Policy.

However, the Oregon Public Records Law also allows libraries to exempt certain records. In accordance with Oregon Revised Statute (ORS) 192.355 (Public Records Exempt from Disclosure) section 23 exempts from disclosure under Oregon Public Records Law, the records of a library, the following District records are exempt from disclosure:

- Circulation records showing use of specific library materials, whether analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
- Records showing the name of a patron together with the person's address, email address, telephone number, or other personally identifiable information.

The UCSLD is committed to protecting every patron's library records. However, upon issuance of a court order, the UCSLD may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the UCSLD may or may not be allowed to disclose to the patron or anyone else, with the exception of legal counsel, that the records were released.

These records include, but are not limited to:

- Circulation records;
- Registration records; and
- Records regarding use of library information, materials, and services.

To protect patrons, if a court order is received, the UCSLD will not make library records available to any agency of state, federal, or local government without first consulting its legal counsel and unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the District Director.

To further protect library record privacy the UCSLD shall electronically purge or manually shred the following records when they are no longer needed for regular library business:

- Records with personally identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
- Records showing information on use of the UCSLD's computer networks that can be specifically identified with a particular user or device.

The UCSLD reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications.

The UCSLD does not allow use of library records for fundraising or political purposes.

In all contracts with third-party agents, the UCSLD will protect patron and staff privacy to the greatest extent reasonable under the circumstances.

Nothing in this statement prevents the UCSLD from exercising its right to protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.