



C-006

Richmond Heights Memorial Library CONFIDENTIALITY OF PATRON RECORDS

The Board of Trustees of the Richmond Heights Memorial Library recognizes patron circulation records and other records identifying the names of library users to be confidential in nature.

Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record.

The Board of Trustees of the Richmond Heights Memorial Library advises all Library staff that without presentation of the borrower's card or the borrower's valid photo identification, such records shall not be made available to any individual, organization, agency of state, federal or local government except in response to a valid court order 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.

Any such requests for information from a borrower's record must be referred to the Library Director. Evaluation of the request and decision to respond shall be the responsibility of the Director or staff designated by the Director.

This statement adheres to Missouri State Statutes 182.815, which states:

182.815. Disclosure of library records, definitions. — As used in this section and section 182.817, the following terms shall mean:

(1) **"Digital resource or material"**, any E-book, digital periodical, digital thesis, digital dissertation, digital report, application, website, database, or other data available in digital format from a library for display on a computer screen or handheld device;

(2) **"E-book"**, any book composed or converted to digital format for display on a computer screen or handheld device;

(3) **"Library"**, any library established by the state or any political subdivision of the state, or combination thereof, by any community college district, or by any college or university, and any private library open to the public;

(4) **"Library material"**, any book, E-book, digital resource or material, document, film, record, art work, or other library property which a patron may use, borrow or request;



(5) **"Library record"**, any document, record, or other method of storing information retained, received or generated by a 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. The term "library record" does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

and 182.817.1, which states:

182.817. Disclosure of library records not required — exceptions — complaint may be filed for compromised privacy, procedure. — 1.

Notwithstanding the provisions of any other law to the contrary, no library, employee or agent of a library, or third party contracted by a library that receives, transmits, maintains, or stores library records shall release or disclose a library record or portion of a library record to any person or persons except:

(1) *In response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or*

(2) *In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime.*

*Adopted by the RHML Library Board of Trustees October 19, 2009
Reviewed and adopted November 18, 2024*