



Uintah County Library

Patron Information Confidentiality Policy

1. POLICY STATEMENT

- 1.1** Uintah County Library (UCL) is committed to protecting the privacy and confidentiality of patron records. This policy is based on the U.S. Constitution, the Utah Government Records Access and Management Act (GRAMA), and the American Library Association's (ALA) Interpretation of the Library Bill of Rights. Staff members and volunteers shall make every effort to protect information about patrons, their requests for information and materials, the online sites and resources they access, and their lending transactions. While UCL and its employees are committed to protecting the public's privacy, this policy cannot guarantee the absolute right to privacy under some circumstances, as explained in section 5, *Exceptions*.

2. NOTICE TO PATRON OF INFORMATION

- 2.1** This notice describes how personal information you may be asked to provide is used by the County when that information could be classified as Private under the Government Records Access and Management Act (GRAMA).
- 2.2** As a patron of the Uintah County Library, you are entitled to receive notice about our information collection practices. It is important for you to understand that the information you provide as a requirement to receive services may be classified as Private under GRAMA.
- 2.3 What is Private information?**
- 2.3.1** These are records or other documents held by Uintah County which include your personal information such as a home address, home telephone number, birth date, social security number, certain medical or financial information, home ownership and living conditions, and similar items of a personal nature.
- 2.4 Why are you being asked to provide Private information?**
- 2.4.1** In order to more efficiently provide government services, Uintah County Library requests your private information to provide you with materials, information, and services at the library and/or via the library's website.
- 2.5 What is the County's intended use of this information?**
- 2.5.1** Uintah County Library collects personal data in order to meet specific statutory requirements and provide library services.

3. REFERENCES

3.1 U.S. Constitution – The courts have upheld the right to privacy in the Bill of Rights of the U.S. Constitution.

3.2 Government Records Access Management Act (GRAMA) – Utah Code Annotated: Section 63G-2-201 refers to and defines public and private information. Section 63G-2-302c defines private records in a public library as “records of publicly funded libraries that when examined alone or with other records identify a patron.”

3.2.1 Types of records considered private include but are not limited to:

- Library card application information
- Check out information
- Overdue notices
- Registration records (i.e., storytimes, programs, computer use)
- Any circulation history or patron’s records retained in the library’s computers

3.3 Professional Ethics – The ALA Interpretation of the Library Bill of Rights states, “Protecting user privacy and confidentiality has long been an integral part of the mission of libraries.”

4. REGULATIONS

4.1 No library employee or volunteer shall utilize records deemed private for any purposes except those directly related to the discharge of their duty.

4.2 Records shall not be made available to anyone except the individual(s) properly identified on the library card application and/or the parent or legal guardian identified on the library card account of a minor.

4.3 Records will not be made available to any state, federal, or local government agency except by the library director or their designee in response to a court order, warrant, or subpoena as may be authorized.

4.4 Confidentiality extends to database search records, reference interviews, interlibrary loan records, and computer use records.

4.5 The lawful custodian of library records is the Director of Uintah County Library.

5. EXCEPTIONS

Circumstances which may require the library to release private records include the following:

5.1 A valid court order requiring the library to release registration, circulation or other records

protected under the Utah Code, such as:

- a) A subpoena
- b) A warrant for information issued under the USA Patriot Act (Public Law 107-56)
- c) A National Security Letter seeking information pursuant to the USA Patriot Act (Public Law 107-56)

- 5.2 Upon receipt of such a warrant, court order, or subpoena, the Library Director will consult with the County Attorney's Office to determine if the request is valid.
- 5.3 Person(s) authorized by law or by the individual in accordance with GRAMA to inspect the user's records.
- 5.4 Patron information may be released to authorized County personnel for the purpose of collecting fines or recovering materials.

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: March 19, 2025