

Sampson-Clinton Public Library System

Privacy of Records Policy

All records, formal and informal, in the Sampson-Clinton Public Library system relating to patron registration and the subsequent circulation by patrons of library materials provided by the library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under law.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and legal counsel of the County of Sampson to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of the Sampson-Clinton Public Library system which are not provided in the policy statement shall be referred to the Library Director, who, after study and consultation with the Library Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

City Directory or Cross-Reference Directory Information

The Sampson-Clinton Public Library System staff will not answer telephone requests for information from the City Directory or Cross-Reference Directory.

BOC Adopted *12.06.04*

SCPL Amended *6.29.2020* | BOT Approved *10.19.2020* | BOC Approved *12.07.2020*