



Astoria Public Library Patron Privacy Policy

Astoria Public Library protects the privacy and confidentiality of all library users and endorses the Code of Ethics of the American Library Association: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." The library's privacy and confidentiality practices are in compliance with applicable federal, state, and local laws, as well as in accord with professional ethics.

Astoria Public Library is subject to Oregon's Public Records Law. As stated in current **Oregon Revised Statutes 192.355(23)**, the following records are exempt from disclosure:

The records of a library, including;

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron.

The library may gather and retain the following information about current library users:

- Information required to register for a library card including name, address, phone number, email address, and birthdate
- Records of material checked out, fees owed, and payments made
- Requests for interlibrary loan and reference services
- Electronic access information
- Registration for library classes and programs

Disclosure

Records may be disclosed to other parties in the following instances:

- To the legal guardian of a minor
- Upon the consent of the person who requested or obtained the materials or services
- To a third party working under the contract to the library
- Upon court order, upon order of the District Attorney, or where otherwise required by law.

The library takes reasonable steps to ensure data security, including purging or shredding records no longer needed. Technology has been installed on the public computers that regularly removes records such as browsing history.

Library Board Endorsement: October 6, 2020

Adopted by City Council: October 19, 2020

Biannual review: 2022