

Confidentiality of Library Patron Circulation Records

The library collects and creates information identifying library users (patrons) and connecting them to associated transaction records, such as the check out of materials or the accessing of electronic systems and databases. This information is used solely for the provision and assessment of library services. The library also provides links to websites and databases maintained by third parties, and encourages patrons to consult the privacy policies of those organizations.

As part of its mission to encourage learning, the library is committed to preserving the confidentiality of patron records. Any records containing information that identifies a patron can only be accessed by the following:

- A library patron may review their own circulation records.
- University employees may access patron records as necessary for their work.
- A government agency possessing a subpoena, warrant, court order, or other investigatory document issued by a court of competent jurisdiction that shows good cause and is in proper form. Any such inquiries will be referred to the University Librarian and the University's Legal Counsel.
- Friends, spouses, or others relatives CANNOT access a patron's records or conduct transactions using a patron's account.

For general information regarding the use of education records as defined by the Family Educational Rights and Privacy Act (FERPA), visit the University's [FERPA Policy](#).

Inquiries regarding confidentiality of patron records may be directed to the Library Administrative Office at (801) 422-2905.

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