



Reading at the Rock Library
read. connect. inspire.

Confidentiality Policy

Library volunteers must treat patron records and any other information that identifies a person as having used the library as confidential.

A library volunteer shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or services or as otherwise having used the library.

Records may be disclosed in the following instances: a) When necessary for the reasonable operation of the library; b) Upon written consent of the user; c) To a custodial parent or legal guardian.

In all cases, the library is ethically bound to protect the individual's right to privacy, no matter how convincing the argument is to release information.

Library Lead or COS Reads directors will use their best judgment in determining whether the reasonable operation of the library makes it necessary for information about usage or records to be disclosed.