



BLOUNT COUNTY  
PUBLIC LIBRARY  
*Bound Together*

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Signed: Stephanie Thompson

## Confidentiality of Library Records Policy

### Introduction

The Blount County Public Library (BCPL) has the responsibility to respect the right of every individual to select his/her own library material and protect the privacy and confidentiality of library patrons. This policy is in accordance with the American Library Association's Policy Manual 52.4, 9 (Confidentiality of Library Records) and the Tennessee Code Annotated 10-8-101 through 10-8-103, (Confidentiality of Library Records).

### Confidentiality of Library Records

Confidentiality extends to information sought or received, materials consulted, borrowed, or acquired, and includes database search records, and other personally identifiable uses of library materials.

The Blount County Public Library recognizes the names of library cardholders and those library records which identify a person as having requested or obtained specific information or materials at BCPL to be confidential in nature.

Pursuant to Tennessee Code Annotated 10-8-102 subsection (a), the library staff is prohibited from disclosing any library record that identifies a person as having requested or obtained specific materials, information, or services or as having otherwise used or been present in such Library. Such library records shall be considered an exception to the provision of Tennessee Code Annotated 10-7-503, (Records Open to Public Inspection).

This policy applies to both Adults and Minors. Minors would need to grant BCPL staff permission to share their information sought or received, materials consulted, borrowed, or acquired, and includes database search records, and other personally identifiable uses of library materials with their parent or guardian.

Patrons can view all items checked out on their Library card and connected Library cards (such as minors) via the BCPL App.

### Exceptions (Tenn. Code Ann. § 10-8-102 subsection (b))

Library records may be disclosed under the following circumstances:

- Upon the written consent of the library user;
- Under the order of a court of competent jurisdiction; or
- When used by staff to seek reimbursement for or the return of lost, stolen, misplaced or otherwise overdue library materials.