Patron Confidentiality Policy

Leach Public Library

Purpose

The Leach Public Library is committed to protecting the privacy of each patron's personal records, including those related to their use of library materials. Records are required for controlling the use of library materials both on and off the library premises. These records are not intended in any way for the purpose of monitoring a user's reading or pursuing information. Circulation records are kept protecting public property. Summary statistics of library use are kept measuring organizational activity.

Patron Records

The library strives to collect the least amount of personally identifying information we can, and we avoid creating unnecessary records. You may choose to submit your personal information to receive a library card and use some library services. Any personal information given to the library is kept confidential. Records maintained or received by the library, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is exempted from the public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12 (included at the end of this document) and shall not be made available upon request of any person other than the patron, unless pursuant to a court order, search warrant or subpoena.

Public Computers and Connected Devices

The library does not keep a record of your activities on any public computer. Any record of browsing history is deleted nightly, when the computers are turned off. All connected devices borrowed from the library have their history cleared by the staff upon check in.

While the library takes reasonable precautions for patrons who use library technology, it is highly recommended that patrons take precautions to secure their information and browsing history, including signing out of all accounts. If asked, library staff will restart computers to delete session history.

Library computers and Wi-Fi may be used to access websites not maintained by the library or its partner institutions. The library is not responsible for patron privacy when visiting external websites. Once a patron has linked to external website, they are subject to the privacy policy of

the website they are visiting. Parents and caregivers are responsible for the sites their children visit and the information that they share on those sites.

Third-Party Vendors

The Leach Public Library uses third-party vendors to provide some online and digital services, including databases and eBooks. These vendors have their own privacy policies and terms of service and are not subject to the library's policy. Vendors may collect user information through analytics, cookies, or site registration forms. When leaving the library's website to use or interact with any of these third-party vendors, patrons must be aware that they are no longer protected by the library's privacy policy and are instead governed by the policies of the individual vendor sites.

Access to Records

All library patron records are confidential. Library records may only be disclosed to:

- Library staff performing their job duties
- Cardholders with either their valid library card or photo ID
- Parents or legal guardians of a minor if the child or their valid library card is present
- Representatives of local, state, or federal government or law enforcement under court order or subpoena

Any person in possession of a valid, physical library card, or library card number, is assumed to be the account holder or has permission from the account holder to access the account.

Legal Requests

The library makes records available to designated representatives of local, state, and federal government and law enforcement when it is pursuant to a court order, warrant, or subpoena. Only the library director or their authorized representative may release requested records. A complete record of the information released, a signed receipt form and copy of the court order, search warrant or subpoena will be retained in a file designated by the library director.

Any library staff member presented with subpoena or other legal request will direct the requestor to the library director or designee, who is to contact the Wahpeton city attorney to verify validity and advise the library of what action to take. The library staff may not interfere in any search.

NDCC 40-38-12. Library records - Open records exception.
Any record maintained or received by a library receiving public funds, which provides a library patron's name or information sufficient to identify a patron together with the subject about

which the patron requested information, is considered private and is excepted from the public records disclosure requirements of section 44-04-18. These records may be released when required pursuant to a court order or a subpoena.

Revised and approved 5/26/2022
Reviewed and approved by the Leach Public Library Board April 23, 2026.