

**LAGO VISTA PUBLIC LIBRARY  
PRIVACY AND CONFIDENTIALITY OF  
LIBRARY RECORDS POLICY**

**RECOMMENDED BY LIBRARY ADVISORY BOARD:  
Oct. 10, 2022  
APPROVED BY CITY COUNCIL: Nov. 3, 2022**

Lago Vista Public Library endeavors to protect the privacy and confidentiality of Library patrons. In accordance with 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 as well as for resources consulted, borrowed, acquired, or transmitted. The Library will not collect or retain your private and personally identifiable information without your consent. Individuals may choose to submit their names, email addresses, mailing addresses, and telephone numbers in order to receive Library services, such as registering for a Library account, ordering materials, receiving personal responses to questions or being added to specific mailing lists. If an individual consents to provide personally identifiable information, the Library will keep it confidential. It will not be sold, licensed or disclosed to any third party, except those working under contract to the Library or as required by law.

State law protects your Library records from disclosure if a member of the public or the media requests them. Library records include your circulation records, your name, your address, your telephone number, and your email address. Library records may be subject to disclosure to law enforcement officials under provisions of state law, the USA PATRIOT Act or in a civil lawsuit. Library records will not be made available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction.

Patrons who have a question, concern, or complaint about the handling of their personally identifiable information or this Policy should contact the Library Director. It is the goal of all Library staff to make your Library experience a safe and enjoyable one.