



# Carbon County Library System

## Patron Privacy and Confidentiality of Library Records

The Carbon County Library System protects each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted.

1. Library records are held confidential by the CCLS in accordance with Wyoming Statute 16-4-203d (Right of inspection; grounds for denial; access to news media; order permitting or restricting disclosure; exceptions): The custodian shall deny the right of inspection of the following records, unless otherwise provided by law: **(ix)** Library patron transaction and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his/her minor child.
2. The Wyoming State Librarian is the custodian of Integrated Library System (ILS) data, and he/she is the only one authorized to release information from the ILS database.
3. Confidentiality is extended to include the content of questions a patron asks of an employee (regardless of the format of the questions), attendance at library programs, the presence of a patron in the library, and video footage from security cameras, as well as any other records exempt under the Wyoming Public Records Act.
4. Confidential records and files shall not be made available to any individual, organization, entity, of any agency of federal, state, or local government except as required by law. All requests for confidential records from the ILS database will be immediately forwarded to the Wyoming State Librarian, the custodian of such records.
5. Prior to release of non-ILS database information, the CCLS will take such action as is necessary to determine that any court order, process issued by any court or pursuant to any court rule, or any agency of government requires that such records be made available.