

## **RECORDS**

### **Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature. Such records shall not be released or communicated in any manner except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The foregoing is not intended to limit or restrict the library staff from accessing such records to perform its routine and customary duties and responsibilities with respect to enforcing library policies on circulation and access to library materials, equipment, and services.