

# **Patron Privacy Policy**

**Approved by Library Board 9/15/10**

In keeping with Montana Code Annotated 22-1-1102 and 22-1-1103, the North Valley Public Library will not release or disclose a library record or portion of a library record to any person except in response to;

- a) A written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or
- b) An order issued by a court of competent jurisdiction, upon a finding that the disclosure of such a record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy...

except to the extent necessary to return overdue or stolen materials or collect fines.

Patrons who wish to allow friends or family members to pick up items that they have placed on hold or to find out what items are checked out to their card must sign a Holds Pickup Release (see appendix A) indicating that the designated person has permission to pick up their holds.

Upon receipt of a Holds Pickup Release, a staff member will make a note in the patron's record, indicating that the designated person has permission to pick up the patron's holds and whether that person also has permission to find out what items are checked out on the patron's library card. The patron's designee will not be required to show the Holds Pickup Release every time they come to pick up a patron's holds or want to find out what is checked out to the card. The note in the patron's record will indicate that staff has received a signed Holds Pickup Release form from the patron.

## HOLDS PICKUP RELEASE FORM

In keeping with Montana Code Annotated 22-1-1102 and 22-1-1103, the North Valley Public Library will not release or disclose a library record or portion of a library record to any person except in response to;

- a) A written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or
- b) An order issued by a court of competent jurisdiction, upon a finding that the disclosure of such a record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy

...except to the extent necessary to return overdue or stolen materials or collect fines.

I, \_\_\_\_\_ allow \_\_\_\_\_  
(Print your name here) (Print designee's name here)  
to pick up library items that I have placed on hold.

I understand that upon receipt of a Holds Pickup Release, a staff member will make a note in my record, indicating that the designated person has permission to pick up my holds. My designee will not be required to show the Holds Pickup Release every time they come to pick up my holds. The note in my record will indicate that staff has received a signed Holds Pickup Release form from me.

My designee also has permission to find out what titles I have checked out on my card. (This may be useful for parents or other caretakers who are assisting a patron with returning library materials that are checked out).

YES \_\_\_\_\_ NO \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_