

## Library Document Retention and Privacy Policy

- Effective: April 1, 2019
- Next Scheduled Review: April 2023



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The University Libraries adheres to the [Tarleton SAP 61.99.01.T0.01 Records Management](#) policy. The library's Business Coordinator is designated Records Coordinator as required by Tarleton policy.

It is the policy of the University Libraries of Tarleton State University to protect the privacy of patrons. The circulation system does not compile a list of past loans. Circulation records created to document the loan of library materials to patrons are retained until the transaction is complete, and then destroyed. Only current loans are maintained on patron accounts. All printed documents containing sensitive personal material are shredded by staff, with no back-up records.

The privacy of all borrowers of library materials shall be respected in compliance with federal and state laws and professional standards. The library will not reveal identities of individual users or reveal what information sources or service they consult. This policy applies to all resources regardless of their format or means of delivery as well as all service offered by the library.

The library will not reveal what books are charged to any individual. Borrower information, including names, borrowing habits, files, addresses, phone numbers, and social security numbers will not be given to anyone other than the owner of the information after providing staff with appropriate identification. All information included in the patron database, published on circulation notices or reports are considered confidential.

Current borrower's records are not made available to anyone other than the appropriate library staff. They are not made available to any government agency "except pursuant to such process, order, or subpoena as may be authorized of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power" ([ALA policy on Confidentiality of Library Records](#)).