



## User Confidentiality Policy

The privacy of an individual's use of the Topeka and Shawnee County Public Library facilities and collections, attendance at Library-sponsored programs, and communications with Library personnel shall be maintained except as required by applicable state and federal law.

The Library shall not create and use records of individuals beyond those necessary for the efficient operation of Library operations, programs and services.

The Chief Executive Officer or designee appointed by the Chief Executive Office shall be the legal custodian of all Library records.

Library records regarding an individual shall be disclosed only to and upon the request of the individual user age 18 or older or the parent or guardian of a user less than age 18 except to the extent that disclosure is required by applicable state or federal law.

Library administrators are delegated the authority to establish guidelines and procedures to enforce this policy.

Revised and Approved: September 21, 2006

Revised and Approved February 16, 2012

Revised and Approved by the Library Board of Trustees, July 15, 2021

Board of Trustees

Topeka and Shawnee County Public Library