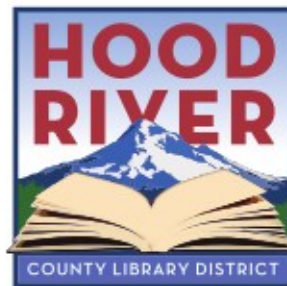


## Privacy Policy



The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. Confidentiality is the primary means of providing First Amendment protection for public library users.

Oregon State law recognizes the Hood River County Library District as a public body subject to Oregon Public Records Law. The District's policies on its records can be found in the Public Records Policy. However, the Oregon Public Records Law also allows libraries to exempt certain records. In accordance with this law, the following District records are exempt from disclosure:

- Records showing the use of specific library materials, whether analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
- Records showing the name of a patron together with the person's address, email address, telephone number, or other personally-identifiable information.

The District is committed to protecting every patron's library records. However, upon issuance of a court order, the District may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the District may or may not be allowed to disclose to the patron or anyone else, with the exception of legal counsel, that the records were released.

These records include, but are not limited to:

- Circulation records;
- Registration records; and
- Records regarding use of library information, materials, and services.

To protect patrons, if a court order is received, the District will not make library records available to any agency of state, federal, or local government without first consulting its legal counsel and only pursuant to a valid subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction. All such requests must be made through the Library Director.

To further protect library record privacy the District shall electronically purge or manually shred the following records when they are no longer needed for regular library business:

- Records with personally-identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
- Records showing information on use of the District's computer networks that can be specifically identified with a particular user or device.

The District reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications. The District does not allow use of library records for fundraising or political purposes.

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In all contracts with third-party agents, the District will protect patron and staff privacy to the greatest extent reasonable under the circumstances.

Nothing in this statement prevents the District from exercising its right to enforce its Code of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.

Approved by the Board of Directors, August 16, 2011

Last amended, August 15, 2023

Last reviewed August 15, 2023