

**PATRON PRIVACY**  
(Revised 8-20-2007, Approved 9-17-2007)

It is the policy of the Leighton Township Library to preserve the confidentiality and privacy of the circulation records to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for in this policy or as otherwise provided by law.

Library records or portions of a library record will only be released to the person liable for payment for or return of the materials identified in that library record unless ordered by a court to do so.

All staff and any volunteer with access to patron records will be required to read and sign a copy of this policy. Copies of the signed and dated policy will be retained by the Library Director