

CONFIDENTIALITY STATEMENT

The general policy of the J. E. and L. E. Mabee Library is that its circulation records and other records linking a library user with specific materials or services are confidential in nature. In accord with established principles and best practices guiding the provision of library services, staff members may not release the names of borrowers who are using or who have used library materials or services. Exceptions are made only upon court order, subpoena, or warrant, or when deemed necessary by University officials for internal investigations.

The Vice President for Finance and Technology and the General Counsel are the University's liaisons with judicial and law enforcement authorities in matters regarding official records of the University. A member of the library staff may not release information except to the offices of the Vice President for Finance and Technology, or the General Counsel, except in the case of an immediately executable warrant which must first be reported to the General Counsel to verify authenticity.

The USA Patriot Act

Under provisions of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), et seq., the Federal Bureau of Investigation (FBI) and other law enforcement officials may seek court orders for library records for investigations relevant to national security or terrorism. Libraries or library staff served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Borrowers cannot be told that their records were given to law enforcement agencies or that they were the subject of FBI investigations.

The J. E. and L. E. Mabee Library keeps the minimum number of records necessary to maintain operations. For example, when a user logs off a library computer, the library does not retain information that connects the user to activities performed during the session. When a borrower returns materials to the library, if no fines or fees are assessed, information about the materials checked out is deleted from the library's online records.

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