

## **Privacy Policy**

Pursuant to the Texas Public Information Act (Section 552.124: Confidentiality of Records of Library or Library System), all information retained by the library linking its patrons to the materials they borrow or programs they attend is strictly confidential and is not to be made available to any other person for any reason, unless allowed by law.

Reasons for disclosure include:

- Requests pursuant to a court order or subpoena
- Information accessible under the Special Right of Access under the Open Records Act or the USA Patriot Act
- When the Department Head (or other authority as the library deems appropriate) determines that the disclosure is reasonably necessary for the operation of the library and the records are not confidential under state or federal law

Background: The Plano Public Library has an automated system that does not retain records beyond the circulation time frame, except with overdue records needed for the operation of the library, unless patrons request reading history activation. Library operations are dependent on disclosure that is reasonably necessary, such as with interlibrary loan requests. Staff should use reasonable care when providing information to the public.