



The Colony Public Library
Customer Record Confidentiality Policy

Adopted by The Colony Public Library Board 9/93
Revised 10/11; 07/15; 12/22

Records of The Colony Public Library that identify or serve to identify a person who requests, obtains, or uses Library materials or services are confidential and are excepted from required disclosure under the Texas Public Information Act.

Exceptions:

Such records generally may be disclosed only if:

- A. The Library determines that disclosure is reasonably necessary to the operation of the Library and the records are not confidential under other state or federal law.
- B. The records are released to the person to whom the information relates or the person to whom the information relates has given permission, in writing, for the information to be released.
- C. The records are required under a valid court order or subpoena, as provided for under the provisions of the Texas Public Information Act.