

CUSTOMER RECORD CONFIDENTIALITY POLICY

Adopted by The Colony Public Library Board 9/93; revised 10/11; 07/15

Records of The Colony Public Library which 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.