

## Tulsa City-County Library Policies

### **Confidentiality of Customer Records** (updated: August 19, 2021)

The Tulsa City-County Library supports and complies with applicable Oklahoma Law (including, without limitation, the Oklahoma Open Records Act, OKLA. STAT. tit. 51, §§ 24A.1 et seq., and the Oklahoma Library Code, OKLA. STAT. tit. 65, § 1-105) regarding confidentiality and disclosure of library records. All library records relating to an individual customer's use of the library and its resources are confidential. These records may be consulted by library staff and released to the library's contractors and consultants for use in the course of carrying out library operations, or for conducting surveys and evaluations of the library's delivery of services, but will not be disclosed to others except upon request or consent of the library user or pursuant to court order. As the legal custodian of records, the Tulsa City-County Library CEO is responsible for responding to any requests or information about a library user. If the CEO is absent or unavailable, a director is designated to respond to any request for library records or information about a library user.

The registration records of minor customers and the circulation records of the Tulsa City-County Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order, issued by or through a court of competent jurisdiction, is presented to the library by the law enforcement agency or other person seeking the records. In accordance with the library's security cameras policy, digital video images of the library's external areas or indoor common areas that do not disclose or lead to the disclosure of any specific library resources or materials loaned to or used by a library customer will be released by the CEO, or authorized library executive team member, upon request of a law enforcement agency or member of the public.