



EUCLID PUBLIC LIBRARY BOARD OF TRUSTEES POLICY

CONFIDENTIALITY OF RECORDS

Euclid Public Library specifically recognizes that its library records and patron information are confidential. No such records or information shall be made available to any agency of federal, state or local government, or to any individual not specifically authorized by the Director for legitimate business purposes, except as is mandated by federal, state, or local law.

Upon receipt of any process, order, or subpoena, the library's Director will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. After consultation with legal counsel, the library shall respond to any process, order, or subpoena in whatever manner is deemed appropriate.