



Releasing Patron Record Information
Kent Free Library

Approved: May 20, 2010

Releasing Patron Record Information

In order to comply with section 149.432 of the Ohio Revised Code, Releasing Library Record or Patron Information, the Kent Free Library and its personnel will release information about a patron or his or her library record only under the following circumstances:

- (1) If an individual who asks for or gives his or her consent to release his or her library record or patron information.
 - In this case, the individual must provide his or her library card number or his or her name and sufficient additional information, such as address, phone number, birth date or I.D., to confirm his or her identity.
- (2) If a minor child's parent, guardian, or custodian requests the library record or patron information pertaining to that minor child.
 - In this case, the individual must provide the minor's library card number or the minor's name and sufficient additional information, such as the minor's address, phone number, or birth date, to confirm his or her relation to the minor.
- (3) In accordance with a subpoena, search warrant, or the officer's request must be made directly to the Director; no person associated with the Kent Free Library other than the Director may respond to this request. The Director will supervise the procurement and review of the records.
- (4) If library records are necessary for administrative purposes, such as establishment or maintenance of a system to manage the library records or to assist in the transfer of library records from one records management system to another, compilation of statistical data on library use, and collection of fines and penalties.

If the records being requested by any of the parties or for any of the purposes listed above document use of the Internet at the library, any patron information must first be removed from those records.

Approved by the Board of Trustees: May 20, 2010