

**Prince William Public Library System  
Library Policies**

**Confidentiality of Loan Records**

Approved by the Library Board of Trustees January 24, 2019

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**CONFIDENTIALITY OF LOAN RECORDS**

The Prince William Public Library Board of Trustees hereby adopts a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential in nature. This information is in accordance with the Virginia Freedom of Information Act under code 2.2-3705.7, 3. which protects the library records from the Freedom of Information Act:

**"Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such a patron borrowed."**

**NOTE:** Titles on a patron's record may be made available only on presentation of library card or the library card number for that specific record or identification showing that he/she is the patron whose name and records will be accessed. However, a parent or legal guardian, as the person financially responsible for the record of his/her child, is allowed complete access to the library card and record of that child, and is afforded the same rights as are allowed for his/her own record.

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*Supersedes: 6/24/74; 12/3/98; 1/2007*