

# **CITY OF COPPELL**

## **LIBRARY OPERATING PROCEDURE**

Administration 104	Issue Date: 07/07/03
<b>Confidentiality of Patron Records</b>	Revised: 10/11/18

### **CONFIDENTIALITY OF USE**

Records of the Cozby Library and Community Commons 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 Open Records Act, with the following exceptions. Such records may be disclosed only if:

- 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;
- 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; and the records are required under a valid court order, or subpoena, as provided for under the provisions of Texas' Public Information Act (Texas Government Code Ch. 552), or;
- The records are required under a valid search warrant as provided for under the provisions of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT) Act of 2001 and subsequent amendments or reauthorizations.