

Confidentiality of Library Records

Purpose

Yavapai College values integrity and caring. Yavapai College Library protects the privacy of library users and ensures confidentiality of library records.

Policy Application

This policy applies to all library personnel, library users, and any individual or agency requesting access to library records.

Operational Policy

Yavapai College Library recognizes that circulation and other records identifying library users are confidential in nature. Confidentiality is essential to the individual's pursuit of information and knowledge.

Confidential information shall not be released to any individual or agents of federal, state, and local law enforcement agencies without the approval of the Director of Library and Tutoring Services and sufficient documentation proving that such records are necessary to the progress of an investigation or prosecution.

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