

CONFIDENTIALITY OF LIBRARY RECORDS
WVU LIBRARIES

1. Library circulation records and any other records identifying the names of library users are highly privileged and confidential.
2. Such records are not made available except following a process, order, or subpoena recognized under the authority of, and pursuant to Federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Library employees will resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction, as determined by WVU Campus Legal Counsel.

The WVU Libraries subscribe to the ALA Code of Ethics and the ALA Policy on Confidentiality of Library Records. All librarians, staff, and student workers are expected to be familiar with the three statements above.

Library employees should deny requests for library record information, and immediately refer such process, order, or subpoena to the Dean of Libraries.

Upon receipt of any such process, order, or subpoena, the Dean of Libraries will consult with WVU Campus Legal Counsel to determine if such process, order, or subpoena is in proper form and if there is good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

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