

It is the policy of the Ada Community Library that circulation records and other records identifying the names of library users are confidential in nature. Idaho Code 74-108(4) states that records exempt from disclosure include the "records of a library which, when examined alone, or when examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from a library." The records of private contributions to the library are also exempt from disclosure to the extent of any limitation that is a condition of the contribution. Idaho Code 74-108(4).

Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The library may generate various forms of ephemeral records with patron phone numbers, addresses, and/or email addresses for administrative and/or various business purposes such as telephone or email reference requests and questions, patron hold requests, program requests, PC reservations, etc. These records may exist in hard copy or electronic form and are destroyed on a regular basis according to the Record Retention Policy.

The Library Director serves as the custodian of the records of the Ada Community Library but may appoint a designee to fulfill that duty.