

**Prince William Public Libraries
Library Policies**

Confidentiality of Loan Records

**Reviewed by Library Advisory Board
Approved by Acting Director 5/8/2024**

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CONFIDENTIALITY OF LOAN RECORDS

Prince William Public Libraries hereby adopts a policy that specifically recognizes its records identifying the names of library users with specific materials to be confidential. 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: A parent or legal guardian, as the person financially responsible for the record of their child, is allowed complete access to their child's library card and record, and is afforded the same rights as are allowed for their own record.